

Professional Transportation Bulletin

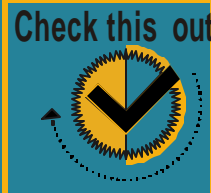
PTB 164

May 03, 2012

**Statements of Interest are due before 12:00 p.m.
on May 24, 2012
Selection Date: July 11, 2012**



Help?
INFORMATION



Illinois Department of Transportation

2300 South Dirksen Parkway, Springfield, Illinois 62764

Professional Transportation Bulletin 164

Published May 3, 2012

IMPORTANT NOTICE PROFESSIONAL TRANSPORTATION BULLETIN REVISIONS

Selection Date: July 11, 2012

The following revisions have been made to this Professional Transportation Bulletin. If you downloaded the bulletin prior to the noted revision date, you should incorporate the revisions or download and use a new copy of the bulletin.

REVISION DATE: There are no revisions as of May 03, 2012.

State Of Illinois Contact Information

Department Of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

The Transportation Bulletin is the official Illinois Procurement Bulletin for the Illinois Department of Transportation as authorized by Section 15-1 of the Illinois Procurement Code, 30 ILCS 500/15-1. It is available on **IDOT's WEBSITE** at <http://www.dot.il.gov>.

Professional Transportation Bulletin

The Professional Transportation Bulletin Contains information pertaining to the advertisement for offers of interest for professional services for Department of Transportation projects.

Questions concerning this Bulletin should be directed to:

Carrie Kowalski

Consultant Unit Chief

E-mail: Carrie.Kowalski@illinois.gov

Phone: 217-782-6916

Or mailing address:

Bureau of Design and Environment
2300 South Dirksen Parkway
Attn: Consultant Unit
Room 330
Springfield, IL 62764

Tentative Schedule For Professional Transportation Bulletins

| ACTIVITY | PTB 165 | PTB 166 | PTB 167 | PTB 168 | PTB 169 | PTB 170 | PTB 171 |
|-----------------------------------|------------|------------|----------|----------|----------|----------|----------|
| PUBLISH PTB | 08/09/2012 | 11/08/2012 | 02/07/13 | 05/02/13 | 08/08/13 | 11-14-13 | 02-06-14 |
| ***STATEMENTS OF INTEREST ARE DUE | 08/30/2012 | 11/29/2012 | 02/28/13 | 05/23/13 | 08/29/13 | 12-05-13 | 02-27-14 |
| SELECTION MEETING | 10/24/2012 | 01/23/2013 | 04/24/13 | 07/17/13 | 10/23/13 | 01-29-14 | 04-23-14 |

***** STATEMENTS OF INTEREST FOR THE CURRENT PTB MUST BE RECEIVED BETWEEN, Publish Date 5-03-12 & 5-24-12 (12:00 P.M. NOON)**

STATEMENTS OF INTEREST RECEIVED AFTER 12:00 P.M. WILL NOT BE CONSIDERED

Required forms for each submittal are available at <http://www.dot.il.gov/desenv/deform.html>

Review the Guidelines and E-mail procedures in the PTB for submittal requirements. Both are linked in the bookmarks.

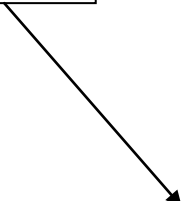
We encourage the review of the FREQUENTLY ASKED QUESTIONS, located in the NEW NOTICES and the website: <http://www.dot.il.gov/desenv/FAQ.html>

NOTICE

Proposed Negotiation Meeting information for Items will be available at the following link: <http://www.dot.il.gov/dobuisns.html>

Consultant Services

Link for
negotiation
information



[Bridge CADD Standards / Downloads](#)
[CADD Roadway Drafting Reference Guidelines](#)
[CADD Standards/Downloads](#)
[CADD Roadway and Structure Project Deliverables Policy](#)
[Consultant Forms](#)
[Consultant Mentor Protégé Program](#)
[Consultant Prequalification](#)
[Consultants Professional Transportation Bulletins](#)
[Facility Cost of Capital Rates](#)
[Federal Mileage Reimbursement Rates \(for existing contracts with CONUS\)](#)
[Frequently Asked Questions **NEW**](#)
[Negotiation Information for Current Bulletin](#)
[Professional Transportation Bulletin Schedule](#)
[Standard Agreement Provisions for Consultants](#)
[State Mileage Reimbursement Rates](#)
[Uniform Audit and Accounting Guide](#)

- **Region 1**
 - Diane O'Keefe
 - District 1
 - Items 1 - 10
- **Region 2**
 - Eric Therkildsen
 - District 2
 - Items 11 – 12
 - District 3
 - Item 13
- **Region 3**
 - Joseph Crowe
 - District 4
 - Item 14
- **Region 4**
 - Roger Driskell
 - District 6
 - Items 15 - 16
- **Bureau Of Design & Environment**
 - John Baranzelli
 - Items 17 - 18
- **Bureau of High Speed & Passenger Rail**
 - Michael Garcia
 - Item 21
- **Department of Natural Resources**
 - Item 22
- **Bureau of Bridges & Structures**
 - Carl Puzey
 - Items 19 - 20

NOTICE

Selection date was scheduled for July 18, 2012.

Selection has been moved to July 11, 2012.

NOTICE

ELECTRONIC SUBMITTALS -- Update

05-03-12

The first phase of the Engineering Prequalification Agreement System (EPAS) is now active. The first phase allows firms to submit the Statement of Experience and Financial Condition (SEFC) electronically. The database will store the information for your use on the subsequent submittals. THE DEPARTMENT WILL NOT ACCEPT PAPER VERSIONS.

To remain prequalified all consultants are required to complete the electronic version in its entirety this year. After this year, the submittal process will go back to the three year schedule. If a paper version was recently completed, an entire electronic version is still required.

Firms with a fiscal year ending date of December 31, 2011 -- Submittal is due June 30, 2012. For firm's that have previously submitted for the past fiscal year and all other firms (regardless of due date), please submit an electronic version by August 1, 2012.

Statement of Interest submittals will be tied to the new system therefore all firms are required to submit the entire application. IDOT is currently working on the next phase of the system, which will change the submission of Statements of Interest (SOI) for the Professional Transportation bulletin from an email system to a web based application. Our tentative goal is to have the SOI system in place for the PTB 166, which is to be published November 8, 2012. We will keep everyone posted as to the progress.

Note the process for submittal of Statements of Interest for the current PTB 164 is not effected.

The listing of all prequalified consultants, requirements for prequalification, the EPAS instructions and the link to get to the new EPAS system is located under Doing Business, Consultant Services, Consultant Prequalification: <http://www.dot.il.gov/dobuisns.html>

Engineering Prequalification and Agreement System (EPAS) login: <http://apps.dot.illinois.gov/epas>

We strongly encourage the review of the instructions for EPAS available:

<http://www.dot.il.gov/pdf/EPAS%20Instructions%20Manual.pdf>

Firms currently prequalified can login into the system by:

Using the company Tin (FEIN) # as the firm's user ID

Then the initial password is Welcome

After typing the initial password as, Welcome, the system will request you to change the password, just follow the system instructions, and review the instruction manual.

Further information, as we begin implementation, will be sent via the e-mail distribution subscription service. Staff that are using or will be using EPAS for prequalification and Statements of Interest submittals should subscribe. To subscribe and/or unsubscribe go to the IDOT web site under Doing Business, <http://www.dot.il.gov/dobuisns.html> then to Subscription Services, Design and Environment, Consultant Engineering Subscription.

NOTICE
ILLINOIS STATE BOARD OF ELECTIONS CERTIFICATE
May 3, 2012

To submit a Statement of Interest (SOI) for State Funded projects your firm must register as a business entity with the State Board of Elections, and acknowledges a continuing duty to update the registration pursuant to the Procurement Code (30 ILS 500/20-160). A **copy** of the time-stamped certificate of registration or a copy of the certificate of registration must be included with your SOI for the specific Item. The Department will not execute a state funded contract without the certificate of registration.

To register go to <http://www.elections.state.il.us/Default.aspx>

For projects containing federal funds, the certificate is NOT required in the statements of Interest submittal.

Advertisements, which contain federal funds, are so noted in the specific Item.

The State Board of Elections requirement is also noted in the Guidelines for SOI submittal.

For this bulletin, PTB 164, a State Board of Elections certificate is required to be included in the SOI for Items 1- 3, 6 - 13, 15 - 17, 19, & 20.

Do not include the State Board of Elections Certificate for items 4, 5, 14, 18, 21 & 22.

NOTICE

Disclosure Forms
Revised 4-20-12

The Disclosure form has been revised by including the following on Form B.

OWNERSHIP CERTIFICATION

Please certify that the following statement is true if the individuals for all submitted Form A disclosures do not total 100% of ownership.

Any remaining ownership interest is held by individuals receiving less than \$106,447.20 of the bidding entity's or parent entity's distributive income or holding less than a 5% ownership interest.

☐ Yes ☐ No ☐ N/A (Form A disclosure(s) established 100% ownership)

The new revised disclosure forms are required when submitting Statements of Interest.

Introduction

STATE OF ILLINOIS
Department of Transportation
2300 South Dirksen Parkway
Springfield, Illinois 62764

PROFESSIONAL TRANSPORTATION BULLETIN #164 **Publish May 3, 2012**

This bulletin is the official notice of needed professional services for the Illinois Department of Transportation (IDOT).

This bulletin is sent to each professional consultant on IDOT's prequalified list. A Professional firm who is not prequalified may obtain the necessary information and forms to become prequalified from the INTERNET at: <http://www.dot.gov.il/Doing Business/Consultant Services/Consultant Prequalification>.

This is not an invitation for bids. Firms properly prequalified for any of the projects listed herein may indicate their desire to be considered for selection by submitting a Statement of Interest for the project to the SOIPTB@dot.il.gov e-mail address.

IDOT shall not discriminate based on race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. IDOT shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

STATEMENTS MUST BE RECEIVED BY THE BUREAU OF DESIGN AND ENVIRONMENT AT THE ABOVE E-MAIL ADDRESS AND IF APPLICABLE, THE APPROPRIATE DISTRICT ENGINEER OR BUREAU CHIEF PRIOR TO 12:00 P.M. LOCAL TIME, May 24, 2012. STATEMENTS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED.

The selection of professional consultants by IDOT is not based on competitive bidding but on the firm's professional qualifications, experience, and expertise of key personnel to be assigned to the project with consideration also given to:

- 1) Ability to complete the work in the time required and the firm's existing workload.
- 2) The firm's proximity to the project, when important.
- 3) Extent of work, which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.
- 4) Financial evaluation of the firm and its accounting methods.
- 5) Performance rating for past work done for IDOT, if applicable.

All members of the Consultant Selection Committee will be **unavailable** to discuss specifics of projects listed herein during the two-week period preceding the Selection Committee Meeting.

Departmental procedures ensure that all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants. Please do not send letters and/or e-mails expressing your interest in various projects and/or correspondence concerning your firm to members of the Consultant Selection Committee.

Guidelines for Submitting Statements of Interest (SOI)

The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. Any work being done by a consultant, prime or sub must be prequalified in the IDOT prequalification category of work they are performing.

Prequalified firms may indicate their desire to be considered for selection on any of the projects listed herein by submitting a separate Statement of Interest (SOI) for each project that includes the following:

- 1) A cover sheet, clearly identifying the PTB Number, Item Number, Firm Name, and IDHR number (if available, see recurring notices). No additional information is required on the cover.
- 2) A brief statement of the firm's interest in performing the work. (Should be concise to the point, suggest approximately 2 pages)
- 3) A Table of Contents with page numbers, identifying the approach, exhibits, resumes, etc.
- 4) The State Board of Elections (SBE) Certificate must be included on State Funded Projects. Projects, which contain Federal Funds, do not require the SBE certificate. Advertisements, which contain federal funds, are so noted in the specific Item. To register go to <http://www.elections.state.il.us/Default.aspx>
- 5) Color graphics/photographs should be limited in the submittal because the size limitation on incoming e-mail is 2 MB. Photo's etc. can create a large file so use at your discretion.
- 6) Complete **Exhibit A** as follows:
 - a) List the required key personnel to match required prequalification categories and any additional personnel requirements designated in the project advertisement. (Include firm name if work is to be completed by Subconsultant)
 - b) QC/QA personnel must be different individuals than the staffing, which prepared the documents.
 - c) Attach resumes of all personnel listed in a) above. Individual resumes should not exceed two pages and must be relevant to the expertise required for the specific project.
 - d) Designate the estimated time required to complete the project using the personnel presented. A completion date and/or number of months to complete the project should also be provided.
 - d) Identify proposed subconsultants and item(s) of work they will perform. If a DBE Goal is in the advertisement list the DBE subconsultant(s) and work the firm will be performing. All Subconsultants must be prequalified in the area of work they will be performing.
 - e) Include Mentor Protégé data if participating.
- 7) Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**.
- 8) Experience of the staff or firm in accomplishing similar types of work should be shown for only the most recent projects and should be concise and relevant to the expertise required for the specific project. If there are several projects with the same work completed, then one

Guidelines for Submitting Statements of Interest (SOI)

summary would be adequate with each location and the project manager noted for each. This information should be shown at the end of the SOI.

- 9) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.
- 10) The Instructions for completing the Current Obligation documents immediately precede the Current Obligation forms. The Current Obligation Forms should be a separate document from the SOI. Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required.
- 11) Instructions for completing Disclosure **Forms A** and **B** are included on pages 1 and 2 immediately preceding **Forms A** and **B**. Disclosure Forms should be a separate document from the SOI. Only one copy for each prime, sent to the Central Bureau of Design and Environment, is required. In addition, **Form B** should not include IDOT projects, since this information is already included in the **Current Obligations**.
- 12) The Delinquent Debt Certification is separate document. Only one document, for prime and subconsultants, with all pertinent data is required. Instructions are included at the bottom of the Delinquent Debt document.
- 13) The Disclosure of Business Operations in Iran is a separate document. Only one document for each prime is required. Instructions are included at the bottom of the Disclosure of Business Operations in Iran document.
- 14) Exhibit A, Exhibit B, the Current Obligations Form, Disclosure Forms, Delinquent Debt Certification, and Disclosure of Business Operations in Iran are available as word documents on our web site: <http://www.dot.il.gov/desenv/deform.html>

The following addresses may be used when a hard copy of the SOI is requested to be sent to the Central Office in the advertisement:

Illinois Department of Transportation
Bureau of Design and Environment
Chief of Preliminary Engineering
Attn: Consultant Unit (Room 330)
2300 South Dirksen Parkway
Springfield, Illinois 62764

If SOI is required to be sent to the Region/District, use addresses as follows:

Region 1

Ms. Diane O'Keefe

District 1

201 West Center Court
Schaumburg, IL 60196

Guidelines for Submitting Statements of Interest (SOI)

Regional Engineers Continued:

Region 2

Mr. Eric Therkildsen
District 2
819 Depot Avenue
Dixon, IL 61021

Mr. Eric Therkildsen
District 3
700 East Norris Drive
P.O. Box 697
Ottawa, IL 61350

Region 3

Mr. Joseph Crowe
District 4
401 Main Street
Peoria, IL 61602

Mr. Joseph Crowe
District 5
Route 133 West
P.O. Box 610
Paris, IL 61944

Region 4

Mr. Roger Driskell
District 6
126 East Ash St.
Springfield, IL 62704

Mr. Roger Driskell
District 7
400 West Wabash
Effingham, IL 62401

Region 5

Mr. Omer Osman
District 8
1102 Eastport Plaza Drive
Collinsville, IL 62234

Mr. Omer Osman
District 9
State Transportation Building
P.O. Box 100
Carbondale, IL 62903

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

We require Statements of Interest (SOI) to be submitted through the e-mail system using Adobe Acrobat 5.0 or greater Software.

Electronic submittals should be made to the Central Office only. The Central Office will forward the necessary consultant information to the Regions/Districts and other Bureaus or Divisions. All electronic submittals should be addressed to SOIPTB@dot.il.gov

Each prequalified consultant firm has been assigned a unique 2 to 6 character Firm Name Code that must be used when submitting electronic Statements of Interest. This code appears on the SEFC Prequalification Page, the page that lists the prequalification categories, and is sent with your annual prequalification letter. The code is located at the top of the page and is next to the Firm Name.

It is important your e-mail appear exactly as the attached example described below: (Note: ABC Engineering is used for example purposes only. The Code for this firm is "ABC")

- The Subject Line must read: FIRM NAME, PTB NUMBER, ITEM(S)

(Example: ABC Engineering, PTB 151, Items 4, 12, & 22) If there will be more than one e-mail please note as follows: e-mail 1 of ___ the total number to be sent.)

- The first line of your e-mail should indicate your Firm Name, PTB & Items Number(s) on which your firm is submitting.

(Example: ABC Engineering has submittals for PTB 151, Items 4, 12 and 22.)

- The second line should list the name, phone number, and e-mail of the person to contact should there be any questions regarding the submittal.

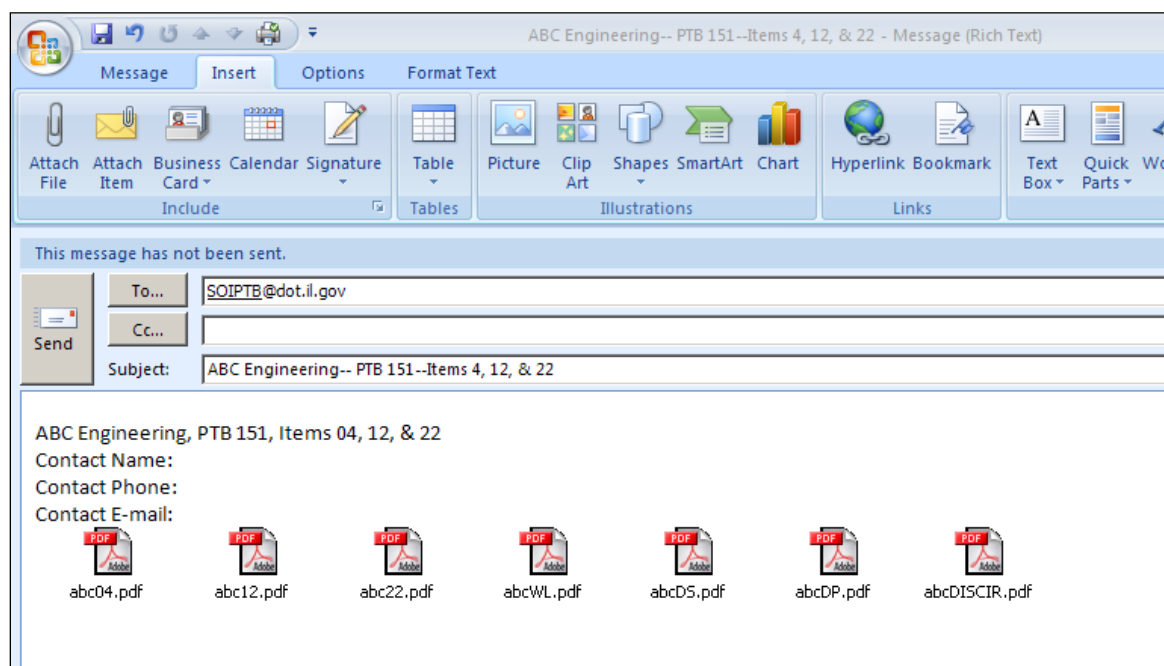
- Each attachment must be labeled as indicated below:

1. For each Item on which you are submitting use your 2-6 character Firm Name Code, immediately followed by the 2-digit Item Number (i.e., 01 through 99).
(Example: ABC04.pdf)
2. For your firm's Current Obligation Form, use your 2-6 character Firm Name Code, followed by WL.
(Example: ABCWL.pdf)
3. For your firm's Disclosure Forms, use your 2-6 character Firm Name Code, followed by DS.
(Example: ABCDS.pdf)

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

4. For your firm's Delinquent Debt Payment Certification, use your 2-6 character Firm Name Code, followed by DP.
(Example: ABCDP.pdf)
5. For your firm's Disclosure of Business Operations in Iran, use your 2-6 character Firm Code, followed by DISCIR.
(Example: ABCDISCIR.pdf)

Please review the following example e-mail:



Detail Descriptions of Attachments for electronic submittal:

- ABC04, ABC12, and ABC22 are the Statements of Interest for the submitted Items and must include Exhibit A. Following Exhibit A, include resumes of the key management personnel and project staff listed in Exhibit A. If Exhibit B is required, include next, followed by resumes of individuals listed on page 2 of Exhibit B.
- ABCWL is the Current Obligation Form. Requirement: Only Prime submits one copy of the Current Obligation Form. Instructions shown on page one should not be sent.
- ABCDS is the Disclosure Forms. Requirement: Only Prime submits one copy of the Disclosure Form. Disclosure file would consist of Form A and Form B.

E-mail Instructions for Completing Statements of Interest for Electronic Submittal

- ABCDP is the Delinquent Debt Compliance Statement. Requirement: Prime and any known subconsultants the prime will be using are required to submit this form. The forms should be converted to pdf and submitted as one pdf document, not multiple files.
- ABCDISCIR is the Disclosure of Business Operations in Iran. Requirement: Only Prime submits one copy of the form.

Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. Identify the number of e-mails being sent, (i.e. 1 of 3). Scanned images, color graphics, and photographs, which are converted to Adobe Portable Document Files (PDF) files, can become very large, use sparingly if at all.

Exhibits (A & B), Current Obligations, Disclosure Forms A & B, Delinquent Debt Certification, and Disclosure Business in Iran are available as electronic documents and may be downloaded from our web-site: <http://www.dot.il.gov/desenv/deform.html>. The bookmarks in the Professional Transportation Bulletin are also linked to the website.

Use the latest documents provided on the web site. The documents are labeled as follows:

- Exhibit A = BDE XHBT-A • Exhibit B = BDE XHBT-B
- Current Obligations = BDE CUR-OB
- Disclosure Forms (A & B) = BDE DISC 2 Template (Consultants)
- Delinquent Debt (Consultants) = BDE 3000
- Disclosure of Business In Iran= BDE 2900

We also have frequently asked questions for submitting Statements of Interest. They are located at <http://www.dot.il.gov/desenv/FAQ.html>

If you have procedural questions regarding the submittal process, please contact Carrie Kowalski at Carrie.Kowalski@illinois.gov.

PROFESSIONAL TRANSPORTATION BULLETIN REQUIRED FORMS FOR STATEMENT OF INTEREST SUBMITTAL

The forms listed below are in Microsoft Word 2007 except for the Current Obligations, which is in Microsoft Excel.

To open Microsoft Office Word 2007 .docx or .docm files with Microsoft Office Word 2003, Word 2002, or Word 2000, you need to install the [Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats](#) and any necessary Office updates. By using the Compatibility Pack for the 2007 Office system, you can open, edit some items, and save Office Word 2007 documents in previous versions of Word.

All required forms are located at: <http://www.dot.il.gov/desenv/deform.html> and are shown below.

If the link next to form name below doesn't open the document, go directly to the site above.

| | | |
|--|--|----------|
| BDE 2900 | Disclosure of Business Operations in Iran | 09/14/09 |
| BDE 3000 | Delinquent Debt Certification (Consultant) | |
| BDE CUR-OB | Consultant's Current Obligations for Statements of Interest. | 10/01/08 |
| BDE XHBT-A | Consultant Exhibits A | 12/22/09 |
| BDE XHBT-B | Consultant Exhibits B | 12/01/09 |
| BDE DISC 2 Template (Consultants) | Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure | 4/20/12 |

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| <u>Item #</u> | <u>County</u> | <u>Description</u> |
|-----------------------------------|----------------------|--|
| <u>Region 1/District 1</u> | | |
| 1. | Lake | Construction Inspection Project, I-94 from Wisconsin State line to IL 173. |
| 2. | Will | Construction Inspection Project at I-57 and Stunkel Road. |
| 3. | Various | Project Manager for Various Phase I, II and III. |
| 4. | Lake | Phase II project for US 45(Millburn Bypass) for Country Place to North of Independence Boulevard. |
| 5. | Kane | Construction Inspection for IL 25 from Dunham Road to Stearns Road. |
| 6 | Cook | Phase II Project for US 45 from 131 st Street to 179 th Street. |
| 7 | Will | Construction inspection for the improvement of Various Moveable Bridges in the Joliet area. |
| 8 | Cook | Phase II Project for 55 th Street form West of US 12/20/45(LaGrange Avenue) to East Avenue. |
| 9 | Various | Surveying for Various Projects throughout the District. |
| 10 | Various | Phase II Various Traffic Signal Projects throughout the District. |
| <u>Region 2/District 2</u> | | |
| 11. | Various | Phase I and/or II Various Projects throughout the District. |
| 12. | Various | Phase II Various Projects for Bridge Rehabilitation Projects. |
| <u>Region 2/District 3</u> | | |
| 13. | Kendall | Construction Inspection for IL 71 from Orchard Road to US 34 in Oswego. |
| <u>Region 3/District 4</u> | | |
| 14. | Tazewell | Construction Inspection for Contract 68620, I-74 & I-55 interchange near Morton. |
| <u>Region 4/District 6</u> | | |
| 15. | Various | Various Survey Projects throughout the District |
| 16. | Various | Various Survey Projects throughout the District |

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Bureau Design & Environment

- | | | |
|-----|---------|---|
| 17. | Various | Various Lighting Design Projects Statewide. |
| 18. | Lake | Phase II for the Grand Illinois Trail Moraine Hills McHenry/Lake Segment. |

Bureau of Bridges and Structures (BBS)

- | | | |
|-----|---------|---|
| 19. | Various | Structural Steel Shop Fabrication Inspection Projects |
| 20. | Various | Various Statewide Structural Engineering Services |

Bureau of High Speed & Passenger Rail

- | | | |
|-----|---------|---|
| 21. | Various | Program Manager for Various Passenger related service and capital improvements. |
|-----|---------|---|

Department of Natural Resources

- | | | |
|-----|------|--|
| 22. | Knox | Farmington Embankments, Reclamation Design, Engineering, & Inspection, AML-GKnP-1146 |
|-----|------|--|

1. **Job No. C-91-391-12, I-94 from Wisconsin State Line to IL 173, Phase III Project, Lake County, Region One/District One.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **August 01, 2012 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to provide construction inspection for the improvement of I-94 from the Wisconsin State Line to IL 173. Work includes, but is not limited to, pavement reconstruction from south of the State line to just south of Rosecrans Road (IL 173) and bridge replacement of IL 173 over I-94. The improvement is located in the Villages of Wadsworth and Old Mill Creek. Other work includes widening of I-94 and reconstruction of I-94 and reconstruction of Rosecrans Road (IL 173) and IL 173 ramps, and includes full bridge reconstruction of the IL 173 structure spanning I-94. This reconstruction will include the removal of existing pavement, shoulder, substructure and superstructure; fabricating and erecting new substructure and superstructure elements over I-94 for the structure spanning I-173; placing PCC pavement and HMA shoulders; storm sewer removal/installation to facilitate drainage requirements; construction and subsequent removal of temporary pavement to maintain traffic during staged construction; earthwork, installation of roadway lighting along throughout the project limits including IL 173 and Russell Road and all incidental and collateral work necessary to complete the project as shown in the plans and described herein.

The following Structures are expected to be included:

- S.N. 049-0058[Existing IL 173 over I-94]
- S.N. 046-0535[Proposed IL 173 over I-94]

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles, and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project.

The Consultant will also provide the tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

The anticipated construction completion date for this project is October 31, 2013 plus 10 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (An Illinois Licensed Professional Engineer is desired).
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregated and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

2. **Job No. C-91-393-12, I-57 at Stunkel Road, Phase III Project, Will County, Region One/District One.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **August 01, 2012 at 11:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to provide construction inspection for the improvement of I-57 at Stunkel Road. The work under this contract includes, but is not limited to, the replacement of the existing grade separation structure at Stunkel Road over I-57 with a new, longer, structure, which will carry an improved Stunkel Road over I-57, construction of a new interchange and all incidental and collateral work necessary to complete the improvement.

The following Structures are expected to be included:

- S.N. 099-0200[Existing Stunkel Road Bridge over I-57]
- S.N. 099-0526[Proposed Stunkel Road Bridge over I-57]

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project.

The Consultant will also provide the tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

The anticipated construction completion date for this project is September 01, 2013 plus 5 working days. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (An Illinois Licensed Professional Engineer is desired).

- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** categories to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

3. **Job No. D-91-412-12, Project Management (PM) for Phase I, II and/or III Projects, Various Routes, Various Counties, Region One, District One.**

This project requires 10% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 27, 2012 at 9:00 A.M.** at the Region One, District One office in **Schaumburg**.

A Project Manager (PM) Consultant is required for Phase I, II and/or III engineering services. The PM will support IDOT staff in managing local agency projects. This work involves working directly with the local agency and their consulting firms as well as other bureaus in the department. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as-needed basis.

Joint ventures will not be allowed on this project.

The PM will be expected to perform work similar to an IDOT Local Roads Project Engineer & staff. Key staff from the PM will usually be required to perform the work in the District offices. This work may include engineering, technical support, engineering management, project control, administrative services and field assignments necessary in bringing completion to projects expeditiously.

The selected Consultant and/or their subconsultants on this project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultants may not manage another firm if the relationship was reversed during another phase of work.

The work anticipated for the local roads projects may include:

- Manage and/or coordinate Local Agency preliminary engineering projects assigned, including Phase I reviews in accordance with IDOT and Federal standards and contract administration.
- Manage and/or coordinate environmental work effort as related to assigned projects.
- Hold regular progress meetings and briefings for IDOT including FHWA where details of project and progress are presented
- Work anticipated to manage Phase II projects:
 - Schedule and hold progress meetings as required to meet target letting dates
 - Coordinate submittals with other bureaus and agencies
 - Review documents in accordance with IDOT and Federal standards
 - Perform all necessary procurement roles as required
 - Manage and track project-level cost, schedule and budget requirements
 - Coordination with program-level and assigned project-level controls personnel
- Work anticipated for Project Control and Administration
 - Preparation and review documents for federal, state and MFT reimbursements
 - Maintenance of various status reports for administrative coordination with other bureaus or local agencies.
 - Updated records of Project Control Numbers and provide them as needed
 - Prepare, review and record joint agreements and engineering agreements

- Process invoice reimbursements and maintain related records.
- Assist others in preparing executive reports
- Any other work as may be required to complete local roads projects

The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibits A & B** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person(s) who will perform the duties of Project Engineer, those individuals in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer a minimum of five years highway design experience is desired).
- Staff assigned to manage the NBIS bridge inspection database (a minimum of five years experience in bridge inspection and reporting is desired).
- Staff assigned to perform QC/QA duties; materials coordination, and utility coordination (a minimum of five years experience in highway construction is desired)

The prime firm must be prequalified in the following categories to be considered for this project:

Highways (Roads and Streets)
Structures (Highway: Typical)
Location/Design Studies (Reconstruction/Major Rehabilitation)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address:
SOIPTB@dot.il.gov.

4. **Job No. D-91-424-12, US 45 (Millburn Bypass) from Country Place to north of Independence Boulevard, Phase II Project, Lake County, Region One, District One.**

This project contains Federal Funds.

This project requires **25% DBE** participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 25, 2012 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for the preparation of contract plans, specifications and cost estimates for the improvement of US 45 Millburn Bypass (Preferred Alternate A4) as supported by the Lake County Board and the department to be finalized after the Public Hearing. US 45 will be realigned from Country Place to north of Independence Boulevard for a distance of approximately 1.5 miles. Two through lanes in each direction separated by a 22 foot and variable median is expected to be provided. Preferred Alternate A4 includes re-alignment of Grass Lake Road to the south to meet the intersection of Millburn Road at existing US 45. The Grass Lake Road re-alignment creates a new signalized intersection with the US 45 Bypass. Two separate single span structures as well as retaining wall plans are expected to be required.

The department will furnish the Consultant with available microfilm plans, project report, location drainage study, hydraulics reports, pavement design, and other available applicable items.

The estimated construction cost for this project is \$15,100,000. The Consultant's work includes preparation of contract plans, specifications, cost estimates, and all other work required to complete the improvement. The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

Highway (Roads & Streets)
Structures (Highway: Simple)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address:
SOIPTB@dot.il.gov.

5. **Job No. C-91-406-12, IL 25 from Dunham Road to Stearns Road, Phase III Project, Kane County, Region One/District One.**

This project contains Federal Funds.

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **August 01, 2012 at 10:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to provide construction inspection for the improvement of IL 25 from Dunham Road to Stearns Road. This improvement begins at a point on the alignment of IL 25 at the north approach of the IL 25 structure over Brewster Creek and extends in a northeasterly direction towards Dunham Road for approximately a mile along IL 25/Stearns Road. The improvement also includes the intersections of Stearns Road and IL 25 for approximately 600 feet along Stearns Road and the Gilbert Street at IL 25/Stearns Road for about 900 feet along Gilbert Street. This improvement is located in Kane County within St. Charles Township. Work includes but is not limited to, roadway widening and reconstruction to accommodate a four-lane divided arterial with a 30-foot grass median. Major intersections will be improved by adding turn lanes and include proposed traffic signal modernization and interconnection. The proposed pavement is jointed PCC with a thickness of 10" on IL 25/Stearns Road with curb and gutter. Gilbert Street and the south 500 feet of IL 25 will consist of full-depth HMA. This project also includes the replacement of the existing Union Pacific Railroad (UPRR) over IL 25/Stearns Road structure, the construction of a proposed IL 25/Stearns Road structure over the East Branch of Brewster Creek, the construction of a temporary shoo-fly structure for the UPRR over IL 25/Stearns Road and a retaining wall in the northeast quadrant of the intersection of IL 25/Stearns Road/Gilbert Street intersection. Coordination with the Chicago Central and Pacific Railroad (CCPRR) to complete the proposed at-grade crossing is included. This project also includes drainage improvements consisting of open ditches and a closed drainage system, landscaping, and all incidental and collateral work necessary to complete the project as shown on the plans and as described herein.

The following Structures may be included:

- S.N. 045-3168 [UPRR over IL 25/Stearns Road]
- S.N. 045-2033 [IL 25/Stearns Road over East Branch Brewster Creek]

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles and appropriate test equipment necessary to complete this project. The Consultant will furnish a Liaison

Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project.

The Consultant will also provide the tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

The anticipated construction completion date for this project is September 30, 2014. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Liaison Engineer (An Illinois Licensed Professional Engineer is desired).
- The Assistant Engineer.
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)
- The Materials Coordinator (RE Materials Training class is preferred)
- The Materials QA Technician. (The person shall have a Level II HMA and PCC training and IDOT class S-33, Soil Testing)
- Materials Laboratory (prequalified in QA HMA & Aggregate and QA PCC & Aggregate)
- The Survey Chief.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

6. **Job No. D-91-436-12, FAP 330 (US 45) from 131st Street to 179th Street, Phase II Project, Cook County, Region One, District One.**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 26 2012 at 9:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for the engineering required for completion of multiple contract plans specifications & estimates including structure plans and roadway plans for the improvement of US 45 from 131st Street to 179th Street. The documents have been partially completed. The project's scope of work includes widening and reconstruction of the existing roadway, which provides two through lanes in each direction with mountable median to provide three through lanes in each direction separated by a landscaped barrier median. Work is expected to include intersection improvements additional auxiliary lanes, an improved closed drainage system, traffic signal modernizations/new installation, upgraded roadway lighting, plus new and replacement sidewalk, construction of multi-use path, and all other work required to complete the project.

The department will furnish the Consultant with project report, hydraulic report, location drainage study, pavement design, partially completed contract documents, available microfilm plans, any available data, and existing developed contract plans.

The estimated construction cost for this project is \$61,400,000. The Consultant's work includes preparation of roadway plans, surveys, and geotechnical engineering services. The completion date for this contract will be six (6) months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work with adequate plan review experience).
- The person who will perform the work in the area of geotechnical analysis and the preparation of the Roadway Geotechnical Report (RGR) (must be an Illinois Licensed Professional Engineer). Geotechnical Services (General Geotechnical Services) prequalification categories requirement maybe completed by Sub and/or Prime.

- The person who will be in-charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Survey prequalification category requirement may be completed by Sub and/or Prime.
- The person who will be in charge of traffic signals (must be an Illinois Licensed Professional Engineer). Traffic Signal prequalification category requirement may be completed by Sub and/or Prime.

The prime firm must be prequalified in the following categories to be considered for this project:

Highways (Roads and Streets)
Structures (Highway: Typical)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

7. **Job No. C-91-408-12, Movable Bridge Projects in Joliet Area, Phase III Project, Will County, Region One/District One.**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **August 01, 2012 at 9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase III engineering services are required to provide construction inspection for the improvement of Movable Bridges in the Joliet Area. Work includes, but is not limited to, automation and communications work for the six movable IDOT bridges in the City of Joliet to add the capability to remotely operate them from the IDOT bridge office / maintenance building located near the Jackson Street Bridge. Work at each of the six movable bridges includes the replacement of the existing control system with a new PLC/SCADA based system, replacement of existing bridge main drives with flux-vector type drives, the addition of CCTV cameras and equipment, and the addition of security upgrades to each bridge's operator's house. New CCTV cameras and equipment will also be installed on the I-80 Bridge, and a new dedicated fiber optic communications network will be installed to transfer data from the CCTV cameras and bridge control systems back to the IDOT bridge office building. This will require lengthy fiber optic cable runs along IDOT Right of Way. Work at the IDOT bridge office building includes building renovations to provide access and accommodations for bridge operators, installation of a new automatic transfer switch and backup generator for building power, and new PLC/SCADA and CCTV equipment for remote control operations, and all incidental and collateral work necessary to complete the project as shown in the plans and described herein.

The following Structures are expected to be included:

- S.N. 099-0239 [Jackson Street over Des Plaines River]
- S.N. 099-0101 [Cass Street over Des Plaines River]
- S.N. 099-0166 [Jefferson Street over Des Plaines River]
- S.N. 099-9901 [Ruby Street over Des Plaines River]
- S.N. 099-9903 [Brandon Road over Des Plaines River]
- S.N. 099-9904 [McDonough Street/US 6/US 52 over Des Plaines River]

The department will furnish the Consultant with Plans and Specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming from the same plant are prohibited. At the negotiation meeting, the prime Consultant and the subconsultant(s) will disclose all previous involvement in the district as well as current relationships with contractors.

The Consultant's work includes, but is not limited to, providing staff, vehicles and appropriate test equipment necessary to complete this project. The Consultant will furnish an Assistant Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the departmental policies for this project.

The Consultant will also provide the tools of the trade. These tools will include an office computer system capable of running ICORS software. The Consultant will perform on site inspection, layout including design changes, provide construction layout when not provided for in the contract plans, provide geotechnical inspection and testing, prepare records, maintain documentation, submit pay estimates, change orders and any other duties that would require the services of an engineer to complete this project on a timely basis and in accordance with State specifications.

The anticipated construction completion date for this project is June 30, 2015. The Consultant must complete and submit final measurements, calculations and final contract records documents to the department no later than six (6) weeks after the completion of the project.

Key personnel listed on **Exhibit A** for this project must include:

- The Assistant Engineer. (The Engineer shall be experienced with movable bridges and bridge automation systems, programmable logic controllers, electric motors, CCTV and fiber optic systems. The Assistant Engineer shall preferably be an Illinois licensed Electrical Engineer).
- The Document Technician. (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate and must be ICORS trained. **Include the Documentation Certificate Number IDOT class S-14, Documentation of Contract Quantities**)

Statement of Interest must also include the Consultant's relevant bridge projects completed by the firm using the Consultant's key personnel staff as listed above.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

8. **Job No. D-91-126-12, FAU 1504 (55th Street) from West of US 12/20/45 (Lagrange Road) to East Avenue, Phase II, Cook County, Region One, District One.**

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0.035**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 26 2012 at 1:00 P.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for improvements to 55th Street from West of US 12/20/45 (Lagrange Road) to East Avenue. The Consultant's work is expected to consist of preparing plans, specifications, and cost estimates for the reconstruction of the roadway for the 55th Street and US 12/20/45 intersection in Cook County. The improvement is expected to consist of traffic signal modernization with emergency vehicle signal pre-emption equipment, enclosed drainage, and other incidental work required to complete the project.

The department will furnish the Consultant with project report, hydraulic report, location drainage study, pavement design, available microfilm plans, and any available data.

The estimated construction cost for this project is \$5,260,000. The Consultant's work includes preparation of roadway plans, surveys, and geotechnical engineering services. The completion date for this contract will be 18 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work with adequate plan review experience).
- The person who will perform the work in the area of geotechnical analysis and the preparation of the Roadway Geotechnical Report (RGR) (must be an Illinois Licensed Professional Engineer). Geotechnical Services (General Geotechnical Services) prequalification categories requirement maybe completed by Sub and/or Prime.
- The person who will be in-charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.
- The person who will be in charge of traffic signals (must be an Illinois Licensed Professional Engineer). Traffic Signal prequalification category requirement may be completed by Sub and/or Prime.

The prime firm must be prequalified in the **Highways (Roads and Streets)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

9. **Job No. P-91-426-12, Various Survey Projects, Various Routes, Various Counties, Region One / District One**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 23, 2012 at 9:00 A.M.** at the Region One / District One Office in **Schaumburg**.

Phase I engineering services are required for field surveys of various roadway projects throughout the district. Work orders under the blanket agreement will be negotiated and authorized by the department on as-needed basis.

The Consultant's work includes, but is not limited to, route surveys, topographic surveys, cross sections, profiles, existing and proposed centerline alignments, drainage inverts, right of way monuments, plotting of said field information, mapping projects, and any other tasks deemed necessary by the District One Survey Unit. All survey information submitted must be acceptable for design purposes and be formatted per IDOT specifications. All data collected must comply with IDOT CADD standards and use standard IDOT survey point codes.

The completion date for this contract is 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Land Surveyor).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Land Surveyor).

The prime firm must be prequalified in the **Special Services (Surveying)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

10. **Job No. D-91-434-12, Phase II Various Traffic Signal Projects, Various Routes, Various Counties, Region One/District One.**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 25, 2012 at 9:00 A.M.** at the Region One/District One Office in **Schaumburg**.

Phase II engineering services are required for multiple stages of traffic signal design and operation but not limited to work associated with the complete preparation of plans, special provisions, estimates for traffic signal projects, catalog cut review, and developing special design and operation reports for locations throughout the district. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis. All work for this project may be in English or Metric units.

The proposed projects consist of installation of new traffic signals, modifications and modernization of existing traffic signal systems, including temporary signal and system interconnect design. Project work includes site inspections, field measurements, performing all design and operation functions and calculations, including time space diagrams where traffic signals will be interconnected. Traffic signal design and operation projects shall conform to current issues of the following: State Standard Specifications, MUTCD for streets and highways, ITE guidelines and all applicable NEC, NEMA, AASHTO, FHWA and District One Standards and Guidelines.

The department will furnish the Consultant with any available project reports; existing plans, existing and proposed traffic volume, accident data and topo-survey when available.

The estimated construction cost for these projects may range from \$50,000 to \$1,000,000. The completion date for this contract will be 36 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Traffic Signal Engineer, that individual who is directly involved in traffic signal design, modification, modernization and operation. The Traffic Signal Engineer shall have working knowledge and extensive experience in traffic signal design and operation in IDOT Region One/District One (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer).

Statement of Interest must also include the Consultant's relevant traffic signal projects completed by the firm including traffic signal projects with interconnect to railroad warning devices for IDOT Region One/District One within the past four years by members of the consultant's current key personnel staff as listed above. The Statements of Interest shall list all applicable projects.

The prime firm must be prequalified in the **Special Plans (Traffic Signals)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

11. **Job No. P-92-075-12, Various Phase I/II Projects, Various Routes, Various Counties, Region Two/District Two.**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 17, 2012 at 10:00 A.M.** at the Region Two/District Two Office in **Dixon**.

Phase I and/or II engineering services are required for various projects throughout District Two. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Phase I work, if required, may consist of conducting route surveys, hydraulic surveys, hydraulic analyses, geometric studies, and preparing Project Reports (Categorical Exclusion projects only). This work may include data collection, development of alignment alternatives, cost estimates, traffic management analysis, accident analyses, type, size and location (TS&L) drawings, structure plans, and other related work and exhibits necessary to produce the Project Report.

The Phase II work, if required, may consist of conducting route surveys, land surveys, hydraulic analyses, geometric studies, and preparation of type, size and location (TS&L) drawings, structure plans, roadway plans, and any other related work to complete final plans, special provisions and estimates.

The various proposed projects may consist of simple patching and resurfacing, bridge repair, bridge rehabilitation, bridge replacement, widening and resurfacing, and/or new roadway projects. The engineering work required may consist of only a portion of the total engineering on a certain project.

The department will furnish the Consultant with any available as-built plans, microfilm plans, field notes, traffic data, accident statistics, agency coordination, existing right-of-way plans, aerial photos, boring logs, and other information.

The estimated construction cost for this project is \$200,000 to \$4,000,000. It is anticipated that this contract will include approximately 3 to 15 different projects. This completion date for this contract will be 24 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 24 months.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer).
- The person who will be in charge of surveys (must be an Illinois Licensed Professional Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.
- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

Highways (Roads & Streets)
Structures (Highway: Typical)
Special Studies (Location Drainage)
Location/Design Studies (Rehabilitation)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

12. **Job No. D-92-076-12, Various Phase II Engineering Services for Bridge Rehabilitation Projects, Various Counties, Region Two/District Two.**

This project requires 15% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 18, 2012, at 10:00 A.M.** at the Region Two, District Two Office in **Dixon**.

Phase II engineering services are required for the preparation of various bridge rehabilitation contract plans, special provisions and estimates to be inserted into the departments set of final contract plans.

This project may consist of removal and replacement of the existing wearing surface, minor substructure repairs, traffic control plans, and the repair and/or replacement of the following items expansion joint, bearings, substructure, approach pavement, and installation of scour countermeasures.

The department will furnish the Consultant with any available as-built/existing plans; microfilm plans; aerial surveys; bridge condition reports, traffic data, soil boring data, and any other available information.

The Consultant may also be required to perform NBIS and Element Level Inspections, provide the appropriate bridge inspection equipment to complete NBIS Inspections. The Consultant may also be required to provide appropriate traffic control.

The estimated construction cost for this project is \$200,000 to \$700,000. The completion date for this contract will be 24 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will be in charge of surveys (must be an Illinois Licensed Professional Surveyor). Surveying prequalification category requirement may be completed by Sub and/or Prime.
- Person who will perform the work in the area of NBIS and Element Level inspections must be an NBIS qualified Team Leader and an Illinois Licensed Professional Engineer

or Illinois Licensed Structural Engineer. In addition, the staff performing this work must be identified.

- The person who will perform the QC/QA review work for all milestone submittal documents (must be an Illinois Licensed Professional Engineer for roadway work and must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The prime firm must be prequalified in the following categories to be considered for this project:

Structures (Highway: Typical)
Highways (Roads & Streets)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

13. **Job No. C-93-083-12, IL 71, from Orchard Road to US 34 in Oswego, Phase III Project, Kendall County, Region Two/District Three**

This project requires 20% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 20, 2012 at 1:00 P.M.** at the Region Two, District Three Office in **Ottawa**.

Phase III engineering services are required to provide construction inspection for the reconstruction of IL 71 from Orchard Road to US 34 in Oswego. Work includes but is not limited to construction inspection of storm sewer, curb and gutter, sidewalks, additional lanes and pavement reconstruction to provide two traffic lanes in each direction.

The Consultant will perform on-site inspection, provide construction staking/layout when not provided for in the contract plans, verify construction staking/layout, provide on-site geotechnical and material inspection, prepare records, maintain documentation, and any other duties that would require the services of an engineer to complete this project in a timely basis and in accordance with State specifications.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same consultant or one of their subconsultants on the same project or on material coming in from the same plant is prohibited. At the negotiations meeting, the Consultant, and subconsultant(s) will disclose all current relationships with contractors.

The Consultant's work includes but is not limited to providing staff, vehicles, and appropriate testing and survey equipment necessary to complete this project. The Consultant will furnish an assistant Resident Engineer and an adequate staff to perform the duties required to fulfill the engineering requirements in accordance with the department policies for this project.

The department will furnish the Consultant with Plans and Specifications.

The anticipated construction completion date is July 31, 2015. The Consultant must complete and submit final measurements, calculations, and final contract record documents to the department no later than six (6) weeks after completion of this project.

Key personnel listed on **Exhibit A** for this project must include:

- The Assistant Resident Engineer (minimum 10 years experience as a Resident Engineer is desired). A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.
- The Inspectors. (1 to 4 individuals to perform on-site inspection, survey and QA inspection.) A current IDOT Construction Documentation certification and experience and a workable knowledge in the area of Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC) and soils training are required.

The prime firm must be prequalified in the **Special Services (Construction Inspection)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

14. Job No. C-94-083-12, Construction Inspection Contract 68620, I-74 & I-155 interchange near Morton, Tazewell County Region Three/District Four

This project contains Federal Funds.

This project requires 25% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 24, 2012 at 10:30 A.M.** at the District Office in **Peoria**.

Phase III engineering services are required for the construction inspection of Contract 68620, consisting of the reconstruction of the I-74 & I-155 interchange near Morton. The project extends along I-74 from the east edge of I-474 to Morton Avenue and from I-74 to Birchwood Avenue along I-155. The project consists of the removal and replacement of all pavement as well as ramp realignment at the interchange and all other necessary work to complete the project.

The project is anticipated to include the removal and replacement of the following structures:

- S.N. 090-0012 (WB I-74 over I-155)
- S.N. 090-0013 (EB I-74 over I-155)
- S.N. 090-0016 (Jefferson Street tunnels)
- S.N. 090-0017 (WB I-74 over Jackson St. , U.S. 150)
- S.N. 090-0018 (EB I-74 over Jackson St. , U.S. 150)
- As well as multiple Mechanically Stabilized Earth Retaining Walls

Phase III engineering services are required for the inspection, supervision, materials testing (including, but not limited to, PCC, HMA and embankment testing), materials certification and all documentation for this project. The Consultant staff will report to a District Resident Engineer/Technician on this project. The Consultant will be required to perform on-site inspection, verification of contractor staking, maintain documentation, and any other duties that would be required by the Resident Engineer/Technician to complete these projects on a timely basis and in accordance with the State Specifications and Guidelines.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their sub-consultants, on the same project or on material coming from the same plant is prohibited. At the negotiation meeting, the prime Consultant and sub-consultants(s) will disclose all current relationships with contractors.

The Consultant will also provide their own vehicles, cell phones, computers, tools of the trade and any other equipment deemed necessary to perform the work. Overnight lodging may be required.

The completion date for the contract will be 60 months after authorization to proceed. The construction project is scheduled for a November 9, 2012 letting and a fall 2015 completion date.

Key personnel listed on **Exhibit A** of the Statement of Interest for this project must include:

- The Liaison Engineer (with current IDOT Construction Documentation certificate)
- The Construction Inspector(s) (with current IDOT Construction Documentation certificate)

The prime firm must be prequalified in the **(Special Services) Construction Inspection** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address:
SOIPTB@dot.il.gov.

15. **Job No. D96-066-12, Various Survey Projects, Various Routes, Various Counties, Region Four/District 6**

This project required 10% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **July 20, 2012 at 1:00 P.M.** in the Region Four/District 6 Office in **Springfield**.

Engineering services are required for miscellaneous surveys throughout District 6. It is anticipated this contract will include approximately eight (8) such surveys during Fiscal Year 2013. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The department will furnish the consultant with as-built construction plans, direction as to how the surveys will be completed, and any other available data.

The Consultant's work may include, but is not limited to, route surveys, bridge and hydraulic surveys, right-of-way staking, soil boring stake outs and land surveys.

The completion date for this contract will be January 1, 2014.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of the project manager for all aspects of the work documents must be an Illinois licensed Land Surveyor.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Land Surveyor with adequate experience).

Firms must be prequalified in the **Special Services (Surveying)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

16. **Job No. R-96-006-12, Various Survey Projects, Various Routes, Various Counties, Region Four/District 6**

This project required 10% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a scope of services meeting on **July 20, 2012 at 10:00 A.M.** in the Region Four/District 6 Office in **Springfield**.

Engineering services are required for miscellaneous surveys throughout the 6. It is anticipated this contract will include approximately eight (8) such surveys during Fiscal Year 2013. Work orders under the blanket agreement will be negotiated and authorized by the department on an as needed basis.

The department will furnish the consultant with any available data.

The Consultant's work may include, but is not limited to, route and land surveys, plat preparations, and right-of-way plan preparation. The department will direct as to how the surveys and plats will be completed.

The completion date for this contract is January 1, 2014.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of the project manager for all aspects of the work documents must be an Illinois licensed Land Surveyor.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Land Surveyor with adequate experience).

Firms must be prequalified in the **Special Services (Surveying)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

17. **Job No. D-30-011-12, Various Lighting Projects, Various Routes, Various Counties, Bureau of Design and Environment.**

The **Complexity Factor** for the project is **0**.

The Consultant who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **August 15, 2012** at **10:00 A.M.** in the Harry R. Hanley Building, Bureau of Design and Environment in **Springfield**.

Phase II engineering services are required for various lighting projects throughout the State. Work orders under the blanket agreement will be negotiated and authorized by the department on an as-needed basis.

The Phase II work may consist of engineering design for roadway lighting, electrical installations, dewatering pump station upgrades, and other electrical and lighting facilities. Work may also include the review of plan, special provisions, and contract documents which relate to electrical, lighting, and pump station work as well as the analysis of field problems, site visits and nighttime inspections.

The Consultant will be expected to perform work similar to the Electrical Unit Chief and Staff. Key staff from the Consultant may be expected to work at the Harry R. Hanley Building in the Bureau of Design and Environment several days a week.

Lighting oversight and lighting design by the same Consultant or one of their subconsultants on the same project are prohibited.

Joint Ventures will not be allowed on this project.

The various proposed projects may consist of engineering design, electrical layout and the development of detail drawings and contract documents. It is essential in the process of this work to accurately apply all electrical and lighting codes and complete all engineering calculations required for good engineering design.

The department will furnish the Consultant with any plans and contract documents necessary to complete the work. The Consultant is responsible to furnish their own design documents including all lighting and electrical design guides and all electronically available IDOT specifications and policy documents.

The engineering services required may consist of only a portion of the total engineering work on a certain project.

The completion date for this contract will be 18 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 18 months.

Key personnel listed on **Exhibit A** for this contract must include:

- The person who will assume duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be a graduate Electrical Engineer or an Illinois Licensed Professional Engineer with adequate roadway lighting experience work and sufficient technical ability). In addition, the staff performing this work must be identified.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer with adequate lighting plan review experience).

Firms must be prequalified in the **Special Plans (Lighting: Complex)** category to be considered for this project:

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

18. **Job No. D-30-009-12, Grand Illinois Trail Moraine Hills McHenry/Lake Segment, Phase II Project, Lake County, Region One, District One.**

This project contains Federal Funds.

The **Complexity Factor** for this project is **0**.

The Consultant who is selected for this project and all sub-consultants the prime Consultant will be using are scheduled to attend an initial meeting on **July 18, 2012 at 10:00 A.M.** at the Region One, District One Office in **Schaumburg**.

Phase II engineering services are required for preparation of plans, specifications, and cost estimates, designed by another firm for the construction of the Grand Illinois Trail, Moraine Hills McHenry/Lake Segment commencing at the entrance to Moraine Hills State park on the east side of River Road in McHenry County and extends approximately 1.7 miles in a general easterly and southerly direction to the terminus at the eastern boundary line of the Griswold Lake Hills Subdivision. The project is located in Sections 7 and 8 of Township 44 North 9 East (Nunda), McHenry County, Illinois. The project will be constructed on lands owned by the Illinois Department of Natural Resources (IDNR), parcels to be acquired by IDNR and permanent easements. The proposed work includes construction of a ten-foot (10') wide trail with two-foot (2') wide earthen shoulders on either side approximately 1.7 miles in length. The pavement cross section will consist of a three-inch (3") compacted thickness hot-mix asphalt surface course and an eight-inch (8") compacted thickness aggregate base course on top of a geotechnical fabric.

The proposed alignment creates two crossings with existing roadways. The crossing at Lily Lake Road will be an underpass proposed as a fourteen-foot (14') wide by ten-foot (10') high clear opening pre-cast concrete box culvert underpass and will require construction of a cast – in-place retaining wall on both sides of the underpass. The second crossing will be at-grade with pavement markings.

A segmented block wall may be necessary along a portion of the trail.

The department will furnish the Consultant with available electronic plans, Project Report, TS&L plans, Structure plans, geotechnical borings where available, Location Drainage Studies, and other available items.

The estimated construction cost for this project is \$2,200,000. The Consultant's work includes preparation of contract plans, specifications, and estimates, including maintenance of traffic plans and all other works required to complete the project. The completion date for this contract will be **6** months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).

- The person who will perform the work in the area of structure plan preparation documents (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- The person who will perform/supervise the work in the area of drainage calculations and preparation of proposed drainage plans (must be an Illinois Licensed Professional Engineer).
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Professional Engineer) work with adequate plan review experience.
- The person who will perform the QC/QA review work of all milestone submittal documents must be an Illinois Licensed Structural Engineer for structural work with adequate plan review experience).

The Statement of Interest must also include the Consultant's relevant projects completed by the firm.

The prime firm must be prequalified in the following categories to be considered for this project:

Structures (Highway: Typical)
Highways (Roads & Streets)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

19. **Job No. C-30-051-12, Various Routes, Various Counties, Structural Steel Shop Fabrication Inspection, Statewide.**

The **Complexity Factor** for this project is **0**.

The Consultant selected for this project and subconsultants the prime Consultant expects to employ are scheduled to attend a negotiation meeting on **July 18, 2012** at **2:00 P.M.** in the Harry R. Hanley Building, Bureau of Bridges and Structures in **Springfield**.

Attachment A, showing Inspection Requirements, is enclosed for your consideration. If interested in providing these services for the department, please provide the following information: 1) your firm's previous experience with this type of work and Illinois Department of Transportation (IDOT) specifications; 2) names of key personnel along with one page resumes indicating technical and managerial qualifications; 3) availability of inspection personnel and your firm's anticipated workload during the next two years; 4) branch office locations; 5) your firm's calculated burden and overhead rate.

Since, the location and duration of projects to be covered by this contract are uncertain, we are providing the following estimated annual requirements:

| <u>Inspector Qualifications</u> | <u>Straight Time (Hours)</u> | <u>Overtime (Hours)</u> |
|-----------------------------------|----------------------------------|-----------------------------|
| CWI and UT Level II (Shop) | 50 | 10 |
| CWI (Shop) | 2000 | 100 |
| Non CWI (Shop) | 350 | 50 |
| UT Level II (Field) | 20 | 0 |
| Inspection Manager (Site Meeting) | 10 | 0 |

Services will also entail an estimated: 240 days of per diem and significant travel.

Each inspector is expected to be a member of the agency's inspection staff. The use of temporary personnel hired from the local area for inspection shall be prohibited unless approved by the department on a case-by-case basis.

The contract will be monitored and administered by the IDOT Bureau of Bridges and Structures. The completion date for this contract will be 12 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 12 months.

Statements of Interest, including resumes of the key people, may be e-mailed to the SOIPTB@dot.il.gov or send two hard copies to the following:

Illinois Department of Transportation
Bureau of Design and Environment
Attn: Ms. Carrie Kowalski
Consultant Unit, Room 330
2300 South Dirksen Parkway
Springfield, Illinois, 62764.

ATTACHMENT A

INSPECTION REQUIREMENTS

SECTION I - INSPECTORS

Quality Assurance (QA) Inspectors shall be fully-trained employees of the CONSULTANT, experienced in the inspection of materials, workmanship and procedures involved in the work. The use of personnel temporarily hired for inspection shall be prohibited unless approved by the DEPARTMENT on a case-by-case basis. QA Inspectors may not be in any position of self-interest, direct or indirect, with the producers or processors of the work involved. The name and address of each inspector expected to be employed in this work shall be filed by the CONSULTANT with the DEPARTMENT, together with a brief summary of qualifications. When more than one inspector is assigned to a project, the CONSULTANT shall designate one as the lead inspector, who will assume the responsibility of coordinating the inspection effort and filing all reports in addition to inspection duties. The CONSULTANT shall not change inspectors on the project without prior notification to the DEPARTMENT. The DEPARTMENT shall have the right to order the removal of any inspector from the DEPARTMENT'S work for failure to perform to the satisfaction of the DEPARTMENT.

1. The inspectors shall personally make inspections and reports as required by the DEPARTMENT for quality assurance (QA) of fabrication on assigned projects. They shall perform special tests, examinations and re-inspections when required by the DEPARTMENT.
2. Each inspector shall be familiar with the approved shop drawings and DEPARTMENT standard specifications pertaining to the fabrication inspected, as well as applicable codes and specifications of the American Welding Society (AWS) and American Society for Nondestructive Testing (ASNT).
3. No variations from the approved shop drawings or the Contract documents shall be permitted by the inspector, except upon specific instructions by the DEPARTMENT.
5. Each inspector assigned to a project shall be a Certified Welding Inspector (CWI), unless otherwise approved or specified by the Department, and well versed in applicable fabrication, non-destructive testing (including MT and RT interpretation), cleaning and/or shop painting techniques. Non-certified inspectors shall have at least one year of prior, supervised experience with the agency.
6. Inspectors shall be assigned and monitored by an Inspection Manager who is qualified to perform all tasks assigned to supervised inspectors. If the Engineer requests the Inspection Manager personally attend a prefabrication conference or on-site meeting, or perform sophisticated inspection services, the Inspection Manager will be billed at the overtime rate for a CWI & UT II (Shop) plus per diem and/or mileage, based on location and duration.
7. For ongoing projects, shop inspectors will be reimbursed for per diem or daily mileage and travel time from/to their home address, whichever is less. This allows per diem and mileage to be charged only for travel days at the beginning and end of a particular project, for intermittent inspection, or for prolonged periods of inactivity at a shop. Per diem will be paid through weekends and shop holidays if it is less than estimated charges for the inspector to travel home and return to the shop.

8. Field (construction site) QA Inspectors will be reimbursed for per diem, and daily mileage/travel time for up to 40 miles or travel time to/from their home to the field site work, whichever is less.

SECTION II - CONDUCT OF INSPECTORS

QA Inspectors shall perform their duties under the contract in a courteous manner. They shall maintain fair and professional relations with personnel of the shops inspected and direct formal communication to the shop's Quality Control staff or management, as appropriate. QA Inspectors will not perform Quality Control duties for the shop or direct production personnel, except to note hazardous conditions that might result in injury or damage.

SECTION III - SHOP INSPECTION

QA Inspections typically cover steel or aluminum fabrication, but other materials may occasionally be involved.

Any shop error or material deficiency observed which, in the opinion of the inspector, may be cause for rejection shall be reported to the Contractor's QC or production management and the DEPARTMENT. Inspectors shall verify that repairs are made or report inadequate corrections to the DEPARTMENT. Inspections in the shop shall verify: the condition of materials, workmanship, dimensional accuracy, quality of welding, the proper application of heat, accuracy of punching, reaming and assembly, proper torque of bolts, fit of machine finished joints, conformance of cleaning and painting to the contract specifications, etc. QA Inspectors shall identify significant or recurring defects and document the adequacy of the Contractor's corrective actions and Quality Control Plan.

The following list is not all-inclusive, but shows typical inspector activities to verify compliance with contract requirements.

1. General surface inspection as material is processed and exposed to view, noting imperfections. View cut edge of plates for indications of internal defects.
2. Observe thermal cutting and computer numerically controlled (CNC) equipment to determine if it appears to be performing properly.
3. Check the mill identification, sizes of sections and thickness of plates, verifying that approved materials are used, with special attention to the use and location of Fracture Critical Material.
4. Determine that dies and punches are in acceptable condition, of correct size, and used within the limits set by the contract, the manufacturer or industry practice as appropriate.
5. Check that reamed holes are cylindrical, that burrs are removed and no drilling debris remains between shop contact surfaces.

6. Periodically monitor the installation and tightening of high strength bolts to insure that the selected tightening procedure is properly used. Each day that bolts are to be installed in slip critical connections, rotational capacity tests shall be performed and inspection wrenches shall be calibrated in a device indicating bolt tension prior to testing.
7. Steel templates for reaming or drilling shall have hardened bushings positioned based on the inscribed centerlines used to locate each template, and they shall be properly secured.
8. Bolted splice plates shall be properly fitted and secured prior to reaming or drilling. Parts assembled for drilling or reaming holes to full size shall be aligned and secured after verifying proper hole spacing and edge distances.
9. Techniques used in assembling beams, girders, trusses, rigid frames or arches shall not damage members, and the desired geometry (camber, horizontal curvature, etc.) shall be verified before reaming, unless otherwise approved by the Engineer.
10. Field bolted splices and other reamed assembled (RA) or drilled assembled (DA) elements shall be plainly match-marked, and the match-marking diagrams shall be checked. Erection (piece and match) marks shall be made with low or mini-stress dies in areas of members and splice plates specified on the shop drawings.
11. Check pins, bushings and pin holes for size, location and surface finish. Obtain certification of pin and bushing material and any required heat treatment process.
12. All finished members shall be free of general or localized twists, bends, kinks or other distortions exceeding contract tolerances.
13. All loose pieces are to be bolted or otherwise secured for shipment, and small parts properly cushioned and boxed or otherwise secured against loss and damage in transit.
14. Check for "lefts" or "rights" and number of parts.
15. Surfaces to be shop coated shall be properly cleaned and surface profile verified prior to application. Priming must be done within 24 hours of cleaning and prior to any surface rusting.
16. ILDOT-approved batches of paint are to be applied in accord with the contract and manufacturer's product data sheet. Verify paint batch approval by the DEPARTMENT. Monitor mixing of components, humidity, metal and air temperature and application patterns.
17. All thermal cutting shall be mechanically guided. No hand-held thermal cutting of final edges shall be allowed without the approval of the DEPARTMENT, and re-entrant cuts must be finished in accord with contract requirements.
18. Verify QC measurements for center to center of bearings, camber and sweep. Make random checks of stiffener and lateral bracing locations as well as their hole layouts. If errors are found, require more complete dimension checks by QC to define extent of the problem.

19. Check workmanship (dimensionality, straightness, finish, etc.) in accordance with requirements of applicable specifications.
20. Check that splice plates and fills are properly positioned before drilling or reaming. No metal fragments or foreign material other than paint shall remain between shop bolted components.
21. Mill test reports should be obtained from the contractor's QC or the DEPARTMENT and correlated with the primary member material used in the structure. A material assignment sheet may be obtained from QC or developed by the QA Inspector. Mill reports or independent lab tests must verify satisfactory toughness testing for "CVN", "NTR" or Fracture Critical material. The material grade (e.g.: Gr. 36, 50, 50W) must comply with the shop drawings. All steel material shall be certified on the mill report to be domestically produced ("Melted and Manufactured in the USA" or similar).
22. Report significant fabrication deficiencies (e.g.: requiring substantial removal and replacement of welds or paint, mislocated holes, misaligned members) on the daily log, including their cause and correction. Proposals to correct errors potentially affecting the adequacy of the member shall be submitted by the QC to the DEPARTMENT prior to repairs. Attachment and removal of temporary fabrication or handling must employ DEPARTMENT approved methods.
23. Any erection devices shown on the approved shop drawings warrant the same inspection required for permanent material, but mill test reports and evidence of domestic origin are not required for temporary items not purchased by the DEPARTMENT.

SECTION IV - WELDING

Prior to Welding:

1. The QA Inspector shall verify the current qualifications of each welder for process(es) and position(s) used on the project. Welder qualification shall be performed in accord with the applicable AWS code (D1.1, D1.2 or D1.5), and the QA Inspector may witness alignment of the test plates, the welding preparation of the coupons, and/or tests performed in the fabricator's shop. (In the absence of test facilities in the shop, the fabricator shall forward the properly identified coupons to a testing laboratory acceptable to the Department). Also, discuss with quality control the traceability of each welder's work, noting that no permanent indications (die stamps, welded figures) shall be allowed on finished work.
2. Ensure weld procedures are ILDOT approved and understood by the welders, welding foremen and quality control.
3. Prior to fitting welded joints, examine the condition of the material, especially for defects or contamination in the joint area.
4. Check fit-up of joints that are to be welded, including root face, angle of bevel, the alignment of the parts, and the uniformity of root opening.

5. When applicable, ensure run-on/run-off tabs are of adequate length, shape and size to allow full weld throat the entire length of the joint.
6. Check surfaces to be welded for cleanliness, with mill scale and rust removed to the extent required, and absence of moisture, lubricants or other foreign material detrimental to welding.
7. Visually inspect tack welds for integrity and defects. They are to be as small as practical. No temporary welds are allowed on any flange or web solely for positioning or restraint. Tack welds on flanges and webs must be incorporated in the final weld.
8. Review weld joints shown on the shop drawings for potential conditions which may require weld sequencing or heating parameters not specified on the approved weld procedure, and notify QC and the DEPARTMENT of such situations.
9. Review shop report forms utilized for nondestructive testing and discuss any concerns with Quality Control.
10. Discuss the condition and calibration of welding equipment with Quality Control. Verify gauges (amperage, temperature, wire feed speed, voltage, etc.) are periodically checked for accuracy and adjusted or replaced if necessary, and that calibration equipment is periodically certified and properly utilized.

During Welding:

1. Ensure the correct weld consumables are utilized, are in satisfactory condition and are stored properly to prevent damage. Bridge welding requires low-hydrogen processes, so consumables must be reconditioned or replaced after exposure, as provided by the specifications.
2. Periodically observe the technique and performance of welders to ensure procedures and techniques conform to the contract. For fracture critical joints, plan for sequential inspection of multiple-pass welds. Arrange with the QC for the foreman to notify the QA Inspector when such work will be performed.
3. Ensure welding is done in accordance with the approved procedures, periodically verifying that the current, amperage, voltage, travel speed, preheat and interpass temperatures are within tolerances.
4. Ensure welds start in the area where weld is to be deposited. Tack welds shall be located and sized (after grinding) to be completely incorporated in the production weld unless they are made using an approved weld procedure. Cracked tack welds shall be removed before welding over their location.
5. On subsequent passes for flange and web butt joints, observe if split layer technique is properly used where required.
6. Verify that the root and intermediate passes are cleaned and deficiencies corrected before succeeding weld passes. Wire brushing, grinding or chipping may be used to

remove slag between weld passes, but no unspecified peening or distorting ("caulking") of weld metal shall be permitted without the specific approval of the DEPARTMENT.

7. After butt welds have cooled, the parts joined are not in alignment corrections shall be made prior to assembly of member. Minor misalignment may be corrected by the controlled application of heat and/or pressure. If misalignment is significant, corrective work shall be done using QC-proposed methods approved by the Engineer.
8. If welds are to be ground smooth and flush, final finishing should be parallel to the direction of the main stress in a member. All welds shall terminate in a satisfactory manner.

After Welding:

1. Welds shall be cleaned of slag and examined by QC. When blast cleaning is required, a general examination of welds and material shall also be done after blasting and before painting.
2. Any weld geometry exceeding welding code limits shall be corrected to meet tolerances. Ends of repair welds shall transition smoothly into existing welds.
3. Excess metal at butt welds shall be removed by grinding. Plate thickness or width transitions shall be sloped as shown on the shop drawings with smooth transitions at the thinner/narrower plate. Over-grinding at this location must be corrected using Engineer-approved methods before NDT.
4. All runoff tabs shall be removed without damaging permanent material. Thermal-cutting may be used, provided the final preparation is done by grinding.

SECTION V - RADIOGRAPHY AND RADIOGRAPHIC INSPECTION

1. All radiographic inspection required by the Contract shall be performed by the Contractor for the DEPARTMENT.
2. The QA Inspector shall verify that radiographs are numbered in accordance with the requirements of the Radiograph Sheet and that all radiograph film numbers are recorded on the sheet corresponding to joint locations in the structure.
3. The QA Inspector shall review all radiograph reports and duly sign them when in agreement with the report. If the QA Inspector and the Contractor cannot agree with respect to the report, the Engineer will review any film in question, and provide a determination of acceptability. Once the report is signed, the QA Inspector shall keep the original set of reports and film until fabrication is complete and then submit all reports and radiographs to the DEPARTMENT for filing. On large structures, submittals may be on interim basis as required by the DEPARTMENT.

SECTION VI - MAGNETIC PARTICLE INSPECTION

1. The QA Inspector shall ensure magnetic particle inspection (MT) is done in accordance with ASTM E 709 and the Contract.

2. The Contractor performs the MT required by the contract for the DEPARTMENT and submits a report to the QA Inspector of all findings. The QA Inspector shall periodically witness the testing and, if satisfied as to the technique and results, shall sign the reports, retaining originals and giving one copy to the fabricator. The QA Inspector shall forward a complete set of the original reports to the DEPARTMENT at the end of the project.

SECTION VII - ULTRASONIC INSPECTION

- 1 Ultrasonic testing (UT) required by the Contract shall be performed by the Contractor. The Contractor is to submit a report to the QA Inspector of all findings. The QA Inspector shall be familiar with proper UT application, and periodically witness testing, including set-up and recalibration. If satisfied with the technique and the test results, the QA Inspector shall sign the UT reports. If the Engineer requires QA verification testing of the Contractor's findings or to examine areas not requiring UT in the Contract, the QA Inspector must be qualified as a Level II in UT by testing, training and experience in accord with the current edition of the American Society for Nondestructive Testing Recommended Practice No. SNT-TC-1A.
 1. UT may also be required at field locations utilizing the Consultant's equipment when requested by the DEPARTMENT. (The Department shall provide access, traffic control and assistance as required).
 2. For UT performed by the Contractor, the QA Inspector shall include the original reports in the project file and return one signed copy to the fabricator. For UT performed by the QA Inspector, a copy shall not be provided to the Contractor unless directed by the Engineer. The QA Inspector shall forward the original UT reports to the DEPARTMENT at the end of the project.

SECTION VIII - SHOP CLEANING AND PAINTING

1. QA Inspectors shall carefully review the ILDOT Standard Specifications and Contract Special Provisions covering the shop cleaning and painting of structural steel and verify that requirements are met. In case of disagreements on interpretation or acceptance between the QA and QC Inspectors, the Engineer will provide guidance.
2. Structural steel should not be shop cleaned or painted until its fabrication has been accepted by QC: this is not mandatory but represents good practice, and the QA Inspector shall mandate recleaning and/or repainting if deficient areas are coated. Blast cleaned surfaces shall have proper profile and cleanliness. Thermal cut edges shall be ground before blasting if necessary to achieve the required profile. Primer must be applied within 24 hours and before any rust is visible.
3. The shop coat(s) shall be inspected for proper mixing, application, dry film thickness of individual or multiple coats, proper curling of preceding coats, and uniform coverage. Unless otherwise provided for small batches, the inspector shall have an approved test report identification issued by the Department for the batch of paint used. If not, the fabricator Contractor must submit samples taken from the batch (with the QA Inspector witnessing) to the DEPARTMENT'S Bureau of Materials and Physical Research for testing prior to painting. Paint must be applied when the temperature and humidity are

within acceptable limits and during the manufacturer's prescribed pot life. Paint may only be thinned in accord with the manufacturer's guidelines.

4. Special attention shall be given to shop installed bolts. Cleaning, profile, subsequent primer coverage and adhesion shall be carefully monitored. For mechanically galvanized bolts installed before blasting, some galvanizing may remain after cleaning, as long as primer adhesion is not impaired. For black ASTM A490 bolts in painted areas, if blasting does not produce adequate profile due to the hard surface, exposed bolt surfaces must be cleaned and spot primed with a suitably adherent coating before priming the adjacent steel.
5. After shop painting, care shall be taken in the handling, storage and shipping of material to avoid damage or contamination (oil, etc.) of the surface. All damage noted shall be repaired in accord with Contract requirements and the paint manufacturers' guidelines prior to shipment.
6. Verify gauges (dry film thickness, profile, temperature, humidity, etc.) are routinely calibrated and that calibration equipment is recertified as necessary.

20. **Job No. D-30-010-12, Statewide Structural Engineering Services, Bureau of Bridges and Structures.**

The **Complexity Factor** for this project is **0**.

The Consultant selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 17, 2012 at 10:00 A.M.** at the Harry R. Hanley Building, Central Bureau of Bridges and Structures in **Springfield**.

Various structural engineering, geotechnical/foundation, and hydraulic services are required by the Bureau of Bridges and Structures. Projects are anticipated to include NBIS and Element Level Inspections, Damage Inspections, plan preparation for the repair, rehabilitation, or replacement of structures, Load capacity rating of existing and/or new structures, drafting services and possible field investigations. The Consultant may be required to provide the appropriate bridge inspection equipment to complete NBIS and Damage Inspections and field investigations. The Consultants may also be required to provide the appropriate traffic control. Work Orders under a blanket agreement will be negotiated and authorized by the department on an as needed basis. All work for this project may be in either English or metric units.

The department will furnish the available documents and resources to the Consultant. Projects to be handled by the selected Consultant vary greatly in size and complexity as well as timing. The selected Consultant must have the capacity to absorb this work without adversely affecting other commitments while still completing these projects in the prescribed time period.

The completion date for this contract will be 24 months after authorization to proceed. The agreement with the Consultant will have an option for renewal by the department for an additional 24 months

Key personnel listed on **Exhibit A** for this project must include:

- Person who will assume the duties of Project Manager for aspects of the work: (must be an Illinois Licensed Professional Engineer).
- Person who will perform the duties of the Project Engineer, defined as the individual-in-charge who is directly involved in the development of the contract documents: (must be an Illinois Licensed Professional Engineer and/or an Illinois Licensed Structural Engineer).
- Person who will perform the work in the area of structural plan preparation and will seal the plans as required (must be an Illinois Licensed Structural Engineer). In addition, the staff performing this work must be identified.
- Person(s) who will perform the work in the area of Structure Geotechnical Reports and/or geotechnical/foundations/wall design recommendations (must be an Illinois Licensed Professional or Structural Engineer) shall be identified. The Geotechnical Services (SGR) prequalification category may be completed by the Prime and/or Sub.
- The person who will perform the QC/QA review work of all milestone submittal documents (must be an Illinois Licensed Structural Engineer with adequate plan review experience).

- Person(s) who will perform/supervise the work in the area of Hydraulic Reports and preparation of the Hydraulic Analyses (must be an Illinois Licensed Professional Engineer). Hydraulic Reports: Typical prequalification category requirement may be completed by the Prime and/or Sub.
- Person who will perform the work in the area of NBIS and Element Level inspections and training must be an NBIS qualified Team Leader and an Illinois Licensed Professional Engineer or Illinois Licensed Structural Engineer. In addition, the staff performing this work must be identified.

The prime firm must be prequalified in the **Structures (Highway: Typical)** category to be considered for this project.

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address: SOIPTB@dot.il.gov.

21. **Job No.C-30-052-12 Program Manager Various Passenger Projects Statewide, Various Counties, Central Bureau of High Speed & Passenger Rail.**

This project contains Federal Funds.

This project requires 30% DBE participation.

The **Complexity Factor** for this project is **0**.

The Consultants who is selected for this project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 27, 2012 at 11:00 A.M.** at the Harry R. Hanley Building, Bureau of HS&PR in **Springfield**.

Phase I, II, and/or III services are required for various Passenger related new service and capital improvement projects, including but not limited to, the Chicago to Dubuque Corridor. The Consultant Program manager (PM) will manage various projects, which are under contract with other Consultant engineering firms. Work orders under the blanket agreement will be negotiated and authorized on an as-needed basis.

Joint Ventures will not be allowed on this project.

The PM will be expected to perform work similar to an IDOT Section Chief & staff. This work may include but is not limited to engineering, technical, management, land acquisition surveys, environmental, and administrative services to assist in bringing to completion as expeditiously as possible the program intent.

The Consultant and/or their subconsultants on the project are prohibited from managing contracts where either party is the prime Consultant or a subconsultant. The selected firm and/or their subconsultant may not manage another firm if the relationship was reversed during another phase of work.

The work anticipated under this program may include, but not be limited to:

- Manage Consultant projects assigned, including reviews and contract administration
- Manage and track project-level cost, schedule and budget requirements, and coordination with IDOT program-level and assigned project-level controls personnel
- Validate, and monitor project scope
- Identify and implement all necessary coordination and communication within and outside the department, to IDOT and other stakeholders as required
- Hold regular progress meetings and briefings for IDOT where details of project and progress are presented
- Facilitate and expedite the resolution of technical/service issues, drawing upon necessary resources and experts in applicable disciplines
- Facilitate the resolution of contractual issues, drawing upon necessary resources within IDOT

- Public involvement as necessary for NEPA and new passenger services
- All other work as required to manage program.

The department will make available all applicable IDOT/FRA/Railroad procedures, standards and specifications, and any other available documents.

The completion date for this contract will be 36 months after authorization to proceed. The agreement with the Consultant will include an option for renewal by the department for an additional 36 months.

Key personnel listed on **Exhibits A and B** for this project must include:

- The person who will assume the duties of Program Manager for all aspects of the work documents.(include applicable railway experience)
- The person who will assume the duties of Program Engineer, that individual-in-charge must be an Illinois Licensed Professional Engineer (include applicable railway experience).
- The Environmental Lead, who will be responsible for the oversight of the environmental work effort and the persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts, and ecology. Environmental staffing on **Exhibit B** must match the staffing presented in the firm's most recently approved Statement of Experience and Financial Condition.
- The person who will assume the duties of budget/schedule reporting and oversight for the program with full status reporting qualifications/capabilities.
- The person who will assume the duties of service operations/equipment oversight, that individual-in-charge, include all applicable railway experience
- The person(s) who will perform the QC/QA review work of all milestone submittals & include all applicable railway experience

Statements of Interest must provide the approach the firm would take on this project, managing experience, etc as well as an outline of proposed procedures to be used in meeting project objectives. Additionally, the Consultant must be experienced in MicroStation, ArcGIS, and Primavera software systems. Consultants are also required to furnish a list of related railroad experience completed in the last five years.

The prime firm must be prequalified in the following categories to be considered for this project:

Location and Design Studies (New Construction/Major Reconstruction)
Special Transportation Studies (Railway Engineering)
Environmental Reports (Environmental Assessment)

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address:
SOIPTB@dot.il.gov.

**ILLINOIS DEPARTMENT OF NATURAL RESOURCES
OFFICE OF MINES & MINERALS**

Springfield

One Natural Resources Way
Springfield, IL 62702-1271

REQUEST FOR PROFESSIONAL SERVICES

May 3, 2012

This is the official notice that professional services are required by the Illinois Department of Natural Resources, Office of Mines and Minerals, Abandoned Mined Lands Reclamation Division (DNR). Selection for this project is anticipated to be the week of July 9, 2012.

This is not an invitation for bids. Firms properly prequalified for either of the projects listed herein may indicate their desire to be considered for selection by submitting the requested information to the DNR address listed within the project description.

Firms must be prequalified in **all** of the advertised areas listed in the project description. This is required even if a firm plans to subcontract part of the project.

SPECIAL NOTICE: Because of federal funding, contracts between consultant firms and the DNR are not covered by the Response Action Contractor Indemnification Act (415 ILCS 100/1 et seq.), which provides for the defense, indemnification and liability limits in relation to claims arising out of work performed under the contract. The DNR does not enter into agreements to indemnify or hold harmless consultants in connection with claims arising in connection with work performed under any contract. Insurance requirements and legal obligations are addressed in Section 2 of the Standard Agreement Provisions for Consultant Services. The successful Consultant will be presumed to have fully considered any perceived risks in relation to professional liability, in submission of the Consultant's Proposal.

Furthermore, the DNR hereby notifies all proposers that it will affirmatively insure that in any contract entered into pursuant to the advertisement, prequalified minority business enterprises will be afforded full opportunity to submit statements in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Selection of professional consultants by DNR is not based on competitive bidding but on the firm's professional qualifications, experience, and the expertise of key personnel to be assigned to the project with consideration also given to:

- 1) Ability to complete the work in the time required and the firm's existing workload.
- 2) The proximity to the project site of key personnel assigned to the project.
- 3) Extent of work which must be subcontracted by the firm and their proposed method of accomplishing the project objectives.
- 4) Financial evaluation of the firm and its accounting methods.
- 5) Performance rating for past work done for DNR, if applicable

Firms should ensure their Statement of Interest specifically lists and discusses experience with dams regulated under 17 Illinois Administrative Code Chapter 1, Subchapter h, Part 3702, Construction and Maintenance of Dams.

All members of the DNR Consultant Selection Committee will be unavailable to discuss specifics listed herein until selection of the specific firm has been announced.

DNR's procedures ensure that all members of the Consultant Selection Committee are provided with detailed information concerning all Statements of Interest submitted by all consultants.

Please do not send letters expressing your interest in various projects and/or correspondence concerning your firm to members of the DNR Consultant Selection Committee.

If you have any questions concerning the projects, please contact Mr. Greg Pinto, Office of Mines & Minerals in the Department of Natural Resources at 217/785-0398.

Procedural questions regarding Statements of Interest may be directed to Ms. Carrie Kowalski in the Bureau of Design and Environment's Consultant Unit at 217/782-6916.

22. **DNR-1 Farmington Embankments; Reclamation Design, Engineering, and Inspection, Department of Natural Resources, AML-GKnP-1146, Knox County, Department of Natural Resources.**

This project contains federal funds.

The **Complexity Factor** for this project is **0.035**.

The Consultant selected for the project and all subconsultants the prime Consultant will be using are scheduled to attend a negotiation meeting on **July 17, 2012 at 10:00 A.M.** at the Department of Natural Resources headquarters, One Natural Resources Way in Springfield.

Professional services are required to facilitate reclamation at the Farmington Embankments abandoned mine site in Knox County. Two embankments constructed at this site decades ago as part of an abandoned mining operation are eroding due to failed discharge structures. A public road passing over both of these structures has been closed due to public safety concerns. Neither of these embankments was ever permitted with DNR's Office of Water Resources (OWR).

The department's preferred reclamation concept is to rebuild both of the embankments and construct new discharge structures and allow the road authority the option of re-opening the public road. This reclamation plan will require permitting of at least one of the embankments as a dam with OWR as required by the "Rules for Construction and Maintenance of Dams" and Title 17 Illinois Administrative Code, Chapter 1, Subchapter h, Part 3702, Construction and Maintenance of Dams. It is the department's preferred option that the smaller of the two embankments is rebuilt as a structure that does not require permitting and this option shall be evaluated.

The department will furnish the Consultant with historical information regarding the site and with topography of the site as an AutoCAD file.

Services are expected to include:

- Site investigation to provide all necessary data and information required to conform to all requirements of OWR for dam permitting and to facilitate development of designs. Includes field verification of structure locations and elevations, subsurface exploration/soil borings, soil and water sample collection, and soil testing.
- Prepare designs to implement the proposed reclamation concept and submit application(s) and obtain permit(s) for dam modification/reconstruction through DNR's Office of Water Resources. Includes performing all necessary hydrologic/hydraulic analysis and geotechnical analysis.
- Develop project specifications and construction plans (in AutoCAD) for bidding through IDOT's Transportation Bulletin.
- Perform technical construction inspection, grade checking, materials tests and inspections, document construction activities with inspection reports, generate payment requests and collect associated backup materials, and prepare record drawings.

Quality Assurance (QA) oversight and Contractor's Quality Control (QC) by the same Consultant or one of their subconsultants on the same project or on material coming in from the same plant is prohibited. At the negotiation meeting, the Consultant and subconsultant(s) will disclose all current relationships with contractors.

The completion date for this contract will be 42 months after authorization to proceed.

Key personnel listed on **Exhibit A** for this project must include:

- The person who will assume the duties of Project Manager for all aspects of the work (must be an Illinois Licensed Professional Engineer).
- The person who will perform the duties of Project Engineer, that individual in charge who is directly involved in the development of the contract documents (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise work in the area of hydraulic analysis, drainage calculations and preparation of hydraulic reports (must be an Illinois Licensed Professional Engineer).
- The person who will perform/supervise the work in the area of geotechnical investigations, analysis, recommendations, design, and preparation of geotechnical reports (must be an Illinois Licensed Professional Engineer). The Geotechnical Services (SGR & SE) prequalification categories may be completed by the Prime and/or Sub Consultant.
- The person or subconsultant who will perform soil borings.
- The Materials Laboratory.
- The person who will serve as the Construction Engineer who will provide technical assistance if needed during construction.
- The Construction Inspector / Document Technician (The person actively performing the documentation on the project must possess a current IDOT Construction Documentation certificate. Include the Documentation Certificate Number for IDOT class S-14, Documentation of Contract Quantities.)
- The Survey Chief.

The prime firm must be prequalified in the following categories to be considered for this project:

Hydraulic Reports: Waterway Complex
Special Services: Construction Inspection

Statements of Interest, including resumes of the key people noted above, must be submitted electronically to the Central Bureau of Design and Environment at the following address SOIPTB@dot.il.gov.

ELECTRONIC PLAN SUBMITTAL

The Department of Transportation is in the process of implementing an electronic bidding process. In preparation of the new bidding process, the electronic submittal of plans from each District office to the Central Bureau of Design and Environment is being implemented. Effective for the March letting in addition to the paper copies required by each District, all contract plans and specifications will have to be submitted electronically to the District office. Please reference the CADD ROADWAY AND STRUCTURE PROJECT DELIVERABLES POLICY for information on the electronic submittal.

The policy is available on our website under doing business/ consultant services/ CADD Roadway Guideline or a this link <http://www.dot.il.gov/desenv/caddref.html> .

As a reminder CADD related files (dgn & gpk) are also required at the time of plan submittal to the District office. If you have any questions regarding electronic plan submittal, please contact the CADD supervisor in the appropriate District.



Illinois Department of Transportation

Office of the Secretary
2300 South Dirksen Parkway / Springfield, Illinois / 62764
Telephone 217/782-5597

December 20, 2011

MEMORANDUM TO ALL ILLINOIS DEPARTMENT OF TRANSPORTATION VENDORS

SUBJECT: Communicating with Vendors

It has been brought to the attention of the Illinois Department of Transportation (IDOT) from several sources that since the passage of Senate Bill 51 in August 2009, department employees have almost universally stopped communicating and meeting with our business partners. This has been the unfortunate result of the confusion and anxiety created by the bill. Now that rules have been established and training has been made available for procurement communication reporting, it is time for IDOT to do just that; communicate with our vendors.

By separate memorandum, IDOT employees are being instructed, when appropriate and possible, to meet with vendors for discussions that are advantageous to both. Therefore, I am establishing criteria and procedures that will allow communications and meetings between IDOT employees and vendors.

If you want to request a personal meeting with Illinois Department of Transportation (IDOT) staff and it is determined that such a meeting would benefit the department, the meeting request should be honored at the convenience and availability of IDOT employees. Such a meeting should not be scheduled in the time period that is two weeks prior to a selection committee meeting or a construction letting in order to remove any perception of the vendor attempting to unduly influence the procurement decision. Although the timing of the announcement of an RFP or other types of procurements are difficult to gauge, meetings with vendors that normally compete for department contracts through those types of processes should comply with all requirements of this memorandum with the exception of the two weeks exclusion of meetings before the procurement event.

At least two business days prior to the scheduled meeting date a representative of your firm must submit an agenda and a completed and signed OCC 2500 Form (Statement of Certification for Meeting with IDOT Staff) to the IDOT scheduler of the meeting which will be shared with all IDOT attendees. There will be no discussion of pending procurements by either side in the meeting. The discussions can concern your company's personnel, past experience and successes, company capabilities, new technologies, work done for other agencies and/or types of goods and services that your company performs or provides. Your company representatives will be asked to take

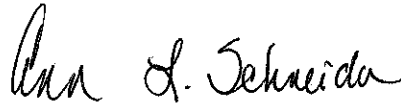
December 20, 2011

minutes during the meeting. If the discussion varies from the agenda or moves to pending procurements the meeting will be terminated and the vendor will be required to give a copy of their notes to the IDOT employee conducting the meeting.

Any violations of these guidelines will be dealt with on a case-by-case basis but could result in a one year suspension of your company's ability to meet with department personnel. I will be the decision maker on those issues.

It is time to get back to meeting with, getting to know, and working with our business partners for IDOT to be able to provide a better product for the taxpayers. If both you and your firm's representatives and IDOT employees follow the above guidelines, everyone will benefit.

Thank you for your interest in Illinois' transportation system.

A handwritten signature in black ink, reading "Ann L. Schneider". The signature is written in a cursive, flowing style.

Ann L. Schneider
Secretary

Each firm/vendor meeting with IDOT staff must complete and sign this form before any such meeting occurs. A new form must be completed for each meeting and each firm/vendor involved.

I, the undersigned, attest and certify that I, and the firm/vendor I represent, are aware of all legal requirements for procurement communication reporting for the State of Illinois. This includes the contents of Public Act 096-0795, commonly known as Senate Bill 51; and any subsequent amendments thereto. Legal requirements also include internal IDOT policies on procurement communications as posted on its departmental website. I also attest and certify that the firm/vendor and I will adhere to those strictures, upon penalty of a one-year ban on any communication with department personnel.

Further, I attest and certify that the firm/vendor and I are aware of departmental requirements governing such communications, specifically,

- All opportunities for meetings are subject to IDOT staff availability.
- The firm/vendor must provide an agenda for the meeting, once scheduled, at least two (2) working days prior to the meeting date.
- The firm/vendor must take notes at all such meetings.
- No such meetings will take place less than two weeks before a Selection Committee Meeting or a scheduled Letting.
- Discussions are limited to:
 - Firm/vendor personnel
 - Firm/vendor past experience
 - Work done for other governmental entities
 - Goods and Services offered by the firm/vendor
 - Technology
- **THERE IS TO BE NO PROCUREMENT DISCUSSION, PERIOD, IN THESE MEETINGS.**
 - If such discussions occur, IDOT will collect meeting notes from the firm/vendor – augment them as necessary – and post them on the web.
 - In such cases, the individuals and firm/vendor involved may be barred from meeting with any IDOT staff for one (1) year.

By: _____
Signature Date

Please Print Name Title

Please Print Firm/Vendor Name

SB 51 Rules

Impacts

- Reporting is required on all communications with outside entities that do or want to do business with a state employee if the conversation is procurement specific.
- IDOT immediately recognizes the issues with reporting publically procurement conversations.
- IDOT stopped scheduling meetings with outside entities about future procurements.

SB 51 Communications Reporting Aftermath

- Two long years pass
- Firm/vendors hire and lose talent
- Firm/vendors purchase new technology
- Firm/vendors develop other relationships

SB 51 Communications Report Relief

- Senator Harmon has a task force that is looking at the procurement reform legislation to see if additional changes to the procurement laws are appropriate.
- Task force will continue their work through the summer.
- No action to date.

New Rules

- IDOT staff determines their schedule.
- Firm/vendor must provide an agenda two days before the meeting.
- Consulting firm/firm/vendor must take notes.
- All IDOT employees should also take notes.
- Outside entities must sign an OCC 2500 Form that they are aware of the communications reporting laws and will adhere to all of IDOT's policies.
- Lobbyists of firm/vendors are not prohibited from attending these scheduled meetings since no reportable discussions are to take place. Meetings with lobbyists are permissible as long as these rules are followed.
- No meetings less than two weeks before a Selection Committee Meeting or construction letting.
- All notes, the form signed by the firm/vendor and the agenda provided should be retained by the IDOT employee that scheduled the meeting.

▪ Discussions are limited to:

- Firm/vendor personnel
- Firm/vendor past experience
- Work done for local agencies, other state agencies or other states
- Technology
- Goods or Services performed by firm/vendor

▪ NO PROCUREMENT DISCUSSION – PERIOD

- If procurement discussions occur, we take firm/vendors notes, add ours as necessary and post them on the internet.
- If procurement discussions occur, firm/vendor may be barred from meeting with anyone from IDOT for a year.

Notice

Effective 11-1-11

All projects will be in English units unless otherwise specified in the advertisement.

Notice

Documentation of Contract Quantities Class

Since July 2008, the "Documentation of Contract Quantities" class and re-tests have been administered by the University of Illinois- Illinois Center for Transportation, and coordinated by Mary J. Fries of the University of Illinois. The Illinois Center for Transportation (ICT) is an innovative partnership between IDOT and the University of Illinois at Urbana-Champaign (UIUC). All transactions and correspondence will now be through ICT and no longer with the Illinois Department of Transportation (IDOT) Central Bureau of Construction. Fees are now being charged for all classes and retests and will be required at the time of registration. Mary J. Fries can be contacted at mjfries@illinois.edu or (217)552-2432. Course and retest dates typically take place from November through April.

For consultant and local agency enrollment, as well as answers to frequently asked questions (FAQ), the "Documentation of Contract Quantities" is located at the U of I training website http://ict.illinois.edu/home/documentation_certification.html.

Typically, in late September/early October the class schedule for the next fall/winter/spring's Documentation of Contract Quantities classes is posted. Also, firms can sign up for an automatic email reminder via ICT's website (see "Join Notification List") whenever new information is posted on their website.

NOTICE FOR JOINT VENTURE 08-04-11

Statements submitted by Joint Ventures may be considered. The Joint Venture, Agreement signed by all parties, must be included with the statement of interest. The Joint Venture entity will have the sum of the individual firms' prequalification, capacity and evaluation history. IDOT **does not** have a form for joint venture agreements. The firms submitting as a joint venture are required to obtain and submit the joint venture agreement.

If firm is submitting as part of a JV team, then the firm may not submit as a prime alone or as part of another Joint Venture team on the same item.

The required insurance coverage applies to the Joint Venture entity.

The Joint Venture entity will submit one statement of interest with the following specified:

- The party who will be the managing firm
- The firm responsible for each prequalification category (must be prequalified in the category of work the firm is performing)
- Each individual firm's work left, delinquent debt, Iran disclosure, and disclosure forms A&B.
- The firm responsible for invoicing
- One Exhibit A plus other required documents specified in the PTB combining the information for all firms. (Indicate personnel name and firm name on Exhibit A for key staff)

EXHIBIT A EXAMPLE:

Name Required Prequalification Category :

Location Drainage

| | | | |
|------------------|--|--------------|-----------|
| *Name | <u>Mr. John Smith (ABC Engineering Assoc.)</u> | | |
| Category | <u>PE</u> | (PE, SE, LS) | |
| Registration # | <u>62012345</u> | | |
| Year Registered | <u>1995</u> | State | <u>IL</u> |
| Office Location: | | | |
| City | <u>Chicago</u> | State | <u>IL</u> |

A firm planning to submit a Statements of Interest, as a joint venture is required to contact the department 5 days before the Statements of Interest is due for a new Statements of Interest Code. This is required for every bulletin. Firm's not requesting a Joint Venture Code or firms that request after the due date will not be eligible for consideration.

Contact Carrie Kowalski by e-mail at Carrie.Kowalski@illinois.gov for the Joint Venture Code.

The code is required so the joint venture proposal is recognized as a joint venture team and not as an individual firm submittal.

NOTICE

METHOD OF PAYMENT

Effective 01-26-11

All future projects, beginning with PTB 159, will utilize the **Cost Plus Fixed Fee (CPFF)** method of compensation.

CPFF formula:

Compensation = DL+DC+OH+FF

Where FF:

For Prime Agreements is:

$(0.37 + R)DL + \%DL$

When % is:

1 or 2 sub-consultants = 10% of Direct Labor (DL) of Subs

3 or 4 sub-consultants = 12% of Direct Labor (DL) of Subs

5 or more sub-consultants = 15% of Direct Labor (DL) of Subs

For Sub-Consultants

$(0.37 + R)DL$

Where:

R= Complexity Factor: 0, 0.035, or 0.07

DL = Direct Labor

DC= Direct Cost

OH= Overhead Rate

Notice Of Performance Policy Change October 14, 2010

The previous performance policy dated March 9, 2004 has been revised to the following:

Firms will lose prequalification in a category for the following periods, under the following conditions and for the following periods of time:

| Final Evaluation | Action | Duration |
|----------------------------------|---|--|
| One "Substandard" in a category* | Suspended from submitting an SOI requiring the evaluated category** | The next two PTB's, or six months from the date of notification whichever is greater*** |
| One "Poor" in a category* | Suspended from submitting an SOI requiring the evaluated category** | The next eight PTB's, or two years from the date of notification whichever is greater*** |

* This includes subcontract work.

** For example, if the evaluation is in a less complex category, such as "Highway Bridges: Simple," the firm also cannot submit on items requiring more complex similar categories such as "Highway Bridges: Complex." Conversely, if the evaluation is in a more complex category such as "Highway Bridges: Complex." The firm would not necessarily be suspended from submitting in similar simple categories such as "Highway Bridges: Typical."

*** At the end of the term, the firm must request reinstatement to the suspended categories. This will require documentation of efforts and success in correcting the issues which lead to the subject evaluations.

A firm receiving two less than "Satisfactory" final evaluations in a category within five years will:

- Lose prequalification in that category for one year if the second less than "Satisfactory" rating is "Substandard." Reinstatement of the prequalification in that category will require a request from the firm with documentation that the issues which led to the subject evaluations have been rectified, one the term of loss is complete.
- Lose prequalification in that category for five years if the second less than "Satisfactory" rating is "Poor." Reinstatement of prequalification in that category will require a request from the firm with documentation that the issues which led to the subject evaluations have been rectified, one the term of loss is complete.

APPEAL PROCESS

Firms that disagree with a final evaluation have a process with which to appeal, and its steps are as follows:

1. After receipt of the final evaluation, the consultant has 30 days in which to appeal a “Substandard” or “Poor” evaluation. The appeal is submitted in writing to the department entity that managed the contract and prepared the final evaluation (e.g., Regional Engineer, Bureau of Design and Environment, Bureau of Bridges and Structures).
2. The appeal will clearly state the basis for the appeal and any support documentation shall be attached.
3. When the consultant is not satisfied with the results of the appeal to the department entity that prepared the final evaluation, the consultant can request in writing, within 14 days, a review by the Deputy Director of Highways. The consultant shall provide a copy of the appeal to the department entity that managed the contract and the BDE Bureau Chief. The Deputy Director of Highways reviews the documentation file and the evaluation, and meets with the consultant and the department entities involved.
4. If the consultant remains unsatisfied with the results after meeting with the Deputy Director of Highways, the consultant may file a written appeal with the Director of Highways within 14 days of the final action by the Deputy Director of Highways
5. The appeal shall state specifically the basis of the appeal and the reasons why the decision by the Deputy Director of Highways is incorrect. No new issues may be raised.
6. The Director will review all the information submitted with the appeal. The director may request a meeting with the consultant. The consultant will be notified in writing of the Director’s decision. The decision of the Director will be final.

Note this appeal process replaces the existing appeals process currently contained in Section 8-4.05(k) of the BDE Manual. It will be formally added to the manual at the earliest opportunity.

Notice Of IDOT ELECTRONIC ENGINEERING CONSULTANT SUBSCRIPTION SERVICE November 10, 2010

To receive updates related to the Prequalification of Consultant Engineering Firms, the Publishing of the Professional Transportation Bulletin, or other information related to Consultant Engineering through the free subscription service; please follow the instructions for subscribing. The information for both these items will be automatically e-mailed to the subscriber upon release.

Located at: <http://www.dot.il.gov/desenv/ptbsubsc.html>

Instructions to Subscribe

Please Note:

By subscribing to the IDOT-PTB list, you will receive both the Prequalification of Consultant Engineering Firms list as well as the Professional Transportation Bulletin

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address as noted below:

1. Address the e-mail message to: subscribe-dot-ptb@lists.illinois.gov
2. Send message
3. A confirmation e-mail will be sent to the subscriber asking them to reply or click a link.

Instructions to Unsubscribe

Prepare an e-mail to the IDOT Subscription Server by using the following e-mail address as noted below:

1. Address the e-mail message to: unsubscribe-dot-ptb@lists.illinois.gov
2. Send the message.
3. A confirmation e-mail will be sent to you removing you from the subscription list.

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET

August 1, 2010

IDOT is encouraging the use of this check sheet. We continue to receive submittals with errors. With the apparent lack of quality control in the Statement of Interest submittals, we are providing a check sheet for your use. Do not submit this document; it is intended as tool to help in your quality control process. Do not send.

☐ Downloaded and used most current forms <http://www.dot.il.gov/desenv/deform.html>

Statements of Interest for each item must be submitted as an adobe.pdf and labeled as described in the e-mail instructions. Use your SOI CODE that's provided at the top of your firm's prequalification sheet. This sheet is provided with your firm's prequalification letter sent out on an annual basis.

IDOT has frequently asked questions for submitting SOI's available in the PTB and at <http://www.dot.il.gov/desenv/FAQ.html>

☐ Followed the e-mail instructions for submitting
<http://www.dot.il.gov/desenv/ptb/ptbemailinstructions.pdf>

Statements of Interest for each item must contain the following and be **received** between the time of Publish Date and the SOI due date, at 12:00 p.m. (Note: Sending before 12:00 p.m. does not guarantee that we receive before noon.)

☐ All requested data in advertisement is included (list specific items requested in advertisement).

Reviewed advertisement and included:

☐ **Exhibit A (BDE XHBT-A)** (required with every SOI)

☐ Correct PTB & Item Number (one specific to each PTB/ITEM)

☐ City, phone, e-mail provided

☐ Signed and dated

☐ Key personnel completed (personnel resumes attached)

☐ Subconsultant information, Firm name, category of work being performed, and DBE noted (if applicable) (If a DBE goal is listed, the firm(s) the prime will be using to meet this goal are shown at this location).

☐ Mentor Protégé information included, Firm Name that is the protégé and the category of work they will be doing.

☐ **Exhibit B (BDE XHBT-B)** (when applicable)

☐ The first portion (items 1 to 3) is required when Reconstruction/Major Rehabilitation or New Construction/Major Reconstruction categories in the **Location/Design Study** Work Category are requested in the advertisement.

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET

August 1, 2010

Exhibit B (BDE XHBT-B) (continued)

- ☐ The second portion **Environmental Work** is to be completed when Environmental Assessment or Environmental Impact Statements categories are requested in the advertisement.

Staffing for disciplines listed below, matches staffing on Prequalified Environmental Staff document sent to your firm from IDOT.

- ☐ Environmental Lead
- ☐ Noise
- ☐ Water Quality
- Ecology Wetlands & Associated Aquatic Resources
- Biological Resources (other than Wetlands)
- ☐ Community Impacts
- ☐ Public Involvement
- ☐ Technical Writing

If submitting for one or ten items, each of these documents is required to be submitted as a separate adobe.pdf file for each Professional Transportation Bulletin (one for each PTB)

- Current Obligations (BDE CUR-OB) (Prime)
 - ☐ Firm name
 - ☐ Correct PTB #
 - ☐ Item #'s listed match Items being submitted
 - ☐ Dollar amounts are the most current (if selected on Previous PTB include estimated \$'s)
 - ☐ Phase III (construction Inspection work \$'s are completed)
- Consultant's Disclosure Statement; Form A, Financial Information & Potential Conflicts of Interest Disclosure; Form B, Other Contracts & Procurements Related Information Disclosure (BDE DISC 2 Template)(Consultants))(Prime)

Page 1 Completed:

- ☐ PTB #
- ☐ Firm Name

Form A Completed:

- ☐ Firm Name
- ☐ Address, Phone, E-mail, & Fax

CONSULTANT STATEMENTS OF INTEREST CHECK SHEET

August 1, 2010

Form A continued

Individual Information Completed when applicable:

- ☐ Name
- ☐ Address
- ☐ Conflicts/Communications/Debarment

Applicable or Not Applicable Statements

- ☐ Signed
- ☐ Dated correctly

Form B Completed:

- ☐ Firm Name
- ☐ Address, Phone, E-mail, & Fax
- ☐ Dated correctly
- ☐ Signed

- **Disclosure of Business Operations in Iran (BDE 2900) (Prime)**

- ☐ Correct PTB #
- ☐ Item #'s listed match Items being submitted
- ☐ Firm Name
- ☐ Signed
- ☐ Dated correctly

- **Delinquent Debt Certification (BDE 3000) (Prime & Subconsultants)**

- **(this is one adobe file with the prime and sub, do not submit multiple files)**

- ☐ Correct PTB #
- ☐ Item #'s listed match Items being submitted
- ☐ Firm Name
- ☐ Dated correctly
- ☐ Signed
- ☐ Subconsultants listed are correct and listed items are correct
- ☐ Subconsultant's delinquent debt included
- ☐ One Adobe file created that contains prime and subs debt certification

Notice of **Consultant Engineering** **Mentor Protégé Program**

Effective December 23, 2009
Revised 02-04-10

Firms wishing to participate in the Mentor Protégé program should indicate in their Statement of Interest e-mail the Item number(s) they are planning on participating.

For Example in the body of the E-mail message include “Firm ABC is interested in participating in the Mentor Protégé Program on items 2, 5 and 10.”

Also, the Exhibit A has been modified to include Mentor Protégé data. The Exhibit A document is available on the website at <http://www.dot.il.gov/desenv/deform.html>

Guidelines, implementation, and a sample development plan are available on our website at <http://www.dot.il.gov/consultmentor.html>

Frequently Asked Questions for Submitting Statements of Interest for Professional Transportation Bulletin

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The frequently asked questions are available at <http://www.dot.il.gov/desenv/FAQ.html>
Professional Transportation Bulletin is available at <http://www.dot.il.gov/desenv/ptb.html>
To become a prequalified consultant go to <http://www.dot.il.gov/desenv/pregcons.html>

1. **Question:** Where do I submit my electronic Statement of Interest?

Answer: As stated in each advertisement and in the E-mail Instructions all submittals go to SOIPTB@dot.il.gov

2. **Question:** When do I submit my electronic Statement of Interest (SOI)?

Answer: The Statement of Interest due date and time are listed on the front cover of the PTB. If it is not **received** by 12:00 p.m. on the due date it will not be considered, that includes partial submittals. A complete submittal must be received before 12:00 p.m., which includes all required forms. If the SOI item is received at 11:59 a.m. and the forms are received in a separate e-mail at 12:01 p.m., your firm will not be considered for the PTB. Firms have 3 weeks to submit Statements of Interest, and we accept Statements of Interest from publish date to 12:00 p.m. on the due date.

3. **Question:** Where are the latest forms?


Answer: In the Professional Transportation Bulletin there is a bookmark titled Forms, which links to the website. There is also a link in the Guidelines, and a link in the E-mail Instructions. <http://www.dot.il.gov/desenv/deform.html>

4. **Question:** Why do I have to keep the footer with document name and why use the latest form?

Answer: IDOT is ISO certified. When IDOT is audited, The ISO Auditors ask, "How do you know the correct form is being used?" The footer with the document name and revision are the proof required.

5. **Question:** The footer disappears when I insert the Exhibit A/B file. How do I keep the footer?

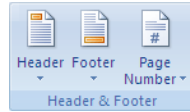
Answer: There are two options

- If you are using Microsoft Word 2003, you need to insert a section break. Per Word help, "To create a different header or footer for a section, you need to break the connection between the sections. Click in the section for which you want to create a different header or footer. On the **Header and Footer** toolbar, click **Link to Previous**  to break the connection between the header and footer in the current section and the previous one."
- If you are using Microsoft Word 2007, Starting at the beginning of the document, click in the first section for which you want to vary the


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header or footer. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer**.



Click **Edit Header** or **Edit Footer**.

On the **Headers & Footers** tab, in the **Navigation** group, click **Link to Previous**  to break the connection between the header or footer in this section and the previous section.

OR

- Complete the word file, convert to adobe, and then insert the file in to your already converted PDF Statement of Interest.

6. **Question:** Does the Prime have to be prequalified in the requested categories in the advertisement or can we sub that work out?

Answer: Yes, the prime is required to have the prequalification. It states in the guidelines:
The firm acting as the prime must be prequalified in all of the prequalification categories requested in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement.

Also, in every advertisement it states:

“The prime firm must be prequalified in the following categories to be considered for this project”: This means the prime is required to be prequalified in the listed categories.

7. **Question:** In the advertisements it sometimes states:

- The person who will perform/supervise the work in the area of drainage calculations and preparation of the Drainage Report (must be an Illinois Licensed Professional Engineer). Location Drainage prequalification category requirement may be completed by Sub and/or Prime)
- The person who will be in charge of surveys (must be an Illinois Licensed Professional Land Surveyor). Surveys prequalification category requirement may be completed by Sub and/or Prime)
- The person who will perform/supervise the work in the area of geotechnical analysis and the preparation of the Structure Geotechnical Report (must be an Illinois Licensed Professional

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Engineer). Geotechnical Services, Structure Reports Geotechnical (SGR) prequalification category requirement may be completed by Sub and/or Prime.

How do we address this in our submittal?

Answer: In these instances, if the prime is prequalified they may use their staff. If the prime is prequalified or if not prequalified for those categories, a subconsultant that is prequalified in the requested category may be used.

For example in the **Exhibit A** if using a sub, fill out as shown

Other Required Key Staff:

| | |
|--|----------------------------|
| Name Required Prequalification Category : | |
| Surveying | |
| *Name | John Doe @ ABC Engineering |
| Category | PLS (PE, SE, LS) |
| Registration # | 035-123456 |
| Year Registered | 1998 State IL |
| Office Location: | |
| City | Chicago State IL |

8. **Question:** The advertisement has a DBE Goal. Where & how do we address in our Statement of Interest?

Answer: In the **Exhibit A** on page 3 of 3, there is the following statement: "List Subconsultant(s) and the item(s) of work that they will perform." This is where the firm lists all subs including DBE's. Example: ABC Engineering, DBE, will perform surveying services.

9. **Question:** The **Exhibit A** on page 3 of 3 asks:
Firm is proposing a Mentor-Protégé on this project: Yes ☐ No ☐

| Name of Protégé Firm | Areas of work (prequalification category(ies) they will be participating in |
|----------------------|---|
| | |

What are we required to include in the above?

Answer: First check yes or no. If yes, include the name of the firm that will be the protégé and which prequalification category they will be mentored to do.

Example:

Firm is proposing a Mentor-Protégé on this project: Yes ☒ No ☐

| Name of Protégé Firm | Areas of work (prequalification category(ies) they will be participating in |
|----------------------|---|
| ABC Engineering | Location Design Studies (Rehabilitation) |

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10. **Question:** The advertisement states: The Environmental Lead, who will be responsible for the day-to-day management of the environmental work effort, and persons responsible for all environmental disciplines including air quality, water quality, traffic noise, community impacts and ecology. Environmental staffing on **Exhibit B** must match the staffing presented and approved in the firm's most recent Statement of Experience and Financial Condition. Where do I find the approved staffing?

Answer: Every firm prequalified in environmental assessment receives as part of the prequalification response, a document that has a listing of who is qualified for lead and each discipline and at what level, EA or EIS. The personnel on the document titled "Prequalified Environmental Staff" are the staff that must appear on Exhibit B.

11. **Question:** The Advertisement states the required prequalification category is **Location/Design Studies (Reconstruction/Major Rehabilitation)**. Is the firm required to submit an Exhibit B?

Answer: Yes, it's required per the guidelines: 6) Projects involving Location Design Studies (Reconstruction/Major Rehabilitation and New Construction/Major Reconstruction) and all Environmental Reports (Environmental Assessment and Environmental Impact Statements) require completion of **Exhibit B**. Only the first section is required for Location Design Studies,

Location/Design Study Work

*This portion to be completed when projects require Location Design Studies
(Reconstruction/Major Rehabilitation or New Construction/Major Reconstruction)*

For projects requiring Environmental Reports, the second portion is required
Environmental Work

*This portion to be completed when projects require Environmental Reports
(Environmental Assessment or Environmental Impact Statements)*

The request in the advertisement for Exhibit B is done as a courtesy.

12. **Question:** The guidelines say no more than 2 pages for firm's interest in performing the work. The advertisement requests additional data such as:

- Statements of Interest must also include the proposed Quality Assurance/Quality Control (QA/QC) plan for the project design, including calculations and check-set plans and specifications as deliverables.

Or

- Statements of Interest must include details of how the Consultant will accomplish the work, a schedule for completing the work in the prescribed time, the firm's capability, and project team experience for similar projects, an organizational chart for the project, etc.

**Frequently Asked Questions for Submitting Statements of Interest for
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Can we go over the 2 page limit?

Answer: The guidelines also state, “8) In addition to the above requirements, any other information specifically requested in the project advertisement should also be included in the submittal.” The 2 page limit is separate from the additional requirements that may be requested in the advertisement. Your firm may not be considered if not all information requested in the advertisement is provided.

13. **Question:** Can we include pictures, charts, graph's?

Answer: Yes, but we have a limitation on receiving files. Our system can only accept files under 2MB.

14. **Question:** Our Statement of Interest files are very large. Can we break up the file and send in multiple e-mails?

Answer: Yes, but first look at why it's so large. Is everything scanned; are large picture files included, etc. Converting existing files to Adobe and limiting graphics can reduce the size of a file significantly.

As stated in the E-mail Instructions,
Complete the word documents then convert them to the Adobe PDF for submittal. The size limitation on an incoming e-mail to IDOT is **2 MB**. If you exceed this limit, you must separate contents into multiple e-mails. Identify the number of e-mails being sent, (i.e. 1 of 3). Scanned images, color graphics, and photographs, which are converted to Adobe Portable Document Files (PDF) files, can become very large, use sparingly if at all.

15. **Question:** Our firm wants to do a joint venture (JV). Does IDOT have a JV agreement form?

Answer: No, IDOT does not have a form. It is up to the Consultants entering into a JV to submit the JV agreement as part of the Statement of Interest. See recurring notice “**NOTICE FOR JOINT VENTURE**”

16. **Question:** What are common errors made by consultants when submitting a Statement of Interest?

Answer: Waiting until the last minute to complete the Statements of Interest and using old SOL's with no quality control check.

| Required forms and typical problems | |
|---|--|
| Document | Problem(s) |
| Current Obligations Example attached BDE CUR-OB | (wrong form, addition errors, \$'s not included for latest selection information, Construction Inspection work more than total work shown) (review instructions) |

**Frequently Asked Questions for Submitting Statements of Interest for
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| Required forms and typical problems continued | |
|--|--|
| Document | Problem(s) |
| Delinquent Debt Example attached BDE 3000 | (not signed/dated, subconsultants not included, doesn't match first page, i.e. prime has sub working on item 2 and 4, sub lists working on 2 and 6) |
| Disclosure BDE DISC 2 Template (Consultants) | (not signed/dated, only partial submittal, missing form A or B or no disclosure included) A complete disclosure is required with every Professional Transportation Bulletin, IDOT is unable to authorize the firm to do work if disclosure is not clear. |
| Exhibit A Example attached BDE XHBT-A | (nothing in footer to indicate which form used, old form used, not signed/dated, city not indicated, DBE and work they are performing are not listed all requested personnel in advertisement not included. |
| Exhibit B BDE XHBT-B | (not included, nothing in footer to indicate which form used, old form used although new revised date shown in footer) Personnel listed did not match Approved Environmental Staffing plan) |
| Iran Disclosure Example attached BDE 2900 | (not signed/dated or included) |
| Miscellaneous | (Late, partial submittal, sent to wrong e-mail address, etc.) |

NEW:

The forms for Current Obligations, Delinquent Debt, Exhibit A, and the Iran Disclosures have been completed and are attached as examples of how to correctly fill out for submittal.

Forms are located at: <http://www.dot.il.gov/desenv/deform.html>



Consultant's Current Obligations for Statements of Interest

Item(s) # 4, 12, & 22

Your Firm as Prime Consultant

Your Firm as Subconsultant To:

Note: The start date for the 0-6 months will be the date of this PTB

Firm Name ABC Engineering **PTB #** 151 **Item(s) #** 4, 12, & 22

Work By Your Transportation Staff for Other Than the Illinois Department of Transportation

| | Total Agreement Amount (000's) | Fee to be Earned | | |
|-----------------------------------|--------------------------------|------------------|-------------------|------------------|
| | | 0-6 mos. (000's) | 7-18 mos. (000's) | >18 mos. (000's) |
| City of Chicago | N/A | | | |
| Illinois State Toll Authority | 750 | 350 | 250 | 150 |
| All Other Work (Public & Private) | 1,000 | 300 | 400 | 300 |
| Total Non-IDOT | | 650 | 650 | 450 |

Note: The start date for the 0-6 months will be the date of this PTB

Summary of Work

(DO NOT TYPE IN THIS AREA-AUTO FILL IN)

| Totals for Firm | 0-6 mos. (000's) | 7-18 mos. (000's) | >18 mos. (000's) |
|---------------------------------|------------------|-------------------|------------------|
| As Prime (from page 1) | 950 | 350 | 250 |
| As Subconsultant (from page 1) | 175 | 25 | 50 |
| For Non-IDOT (from table above) | 650 | 650 | 450 |
| Total | 1775 | 1025 | 750 |

Work by Your Transportation Staff for all Construcion Inspection, Phase III Projects:

| | Total Agreement Amount (000's) | Fee to be Earned | | |
|----------------|--------------------------------|------------------|-------------------|------------------|
| | | 0-6 mos. (000's) | 7-18 mos. (000's) | >18 mos. (000's) |
| Phase III Work | 500 | 100 | 300 | 100 |



PTB # 151 & Item(s) # 4, 12, & 22

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that ABC Engineering with the FEIN or SSN of 555-55-5555
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Jane Doe
Signature

2-17-10
Date

List all known subconsultants and the PTB item(s):

JKays Civil Firm (Item 4 & 12)
Megs Structural Creations (Items 12 & 22)

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



PTB # 151 & Item(s) # 4 & 12

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that JKays Civil Firm with the FEIN or SSN of 888-88-8888
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Jessica Smith
Signature

2-16-10
Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



PTB # 151 & Item(s) # 12 & 22

Delinquent Payment. The CONSULTANT certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500. Section 50-11 prohibits a person from entering into a contract with a State agency if it knows or should know that it, or any affiliate, is delinquent in the payment of any debt to the State as defined by the Debt Collection Board. Section 50-12 prohibits a person from entering into a contract with the State agency if it, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act. The CONSULTANT further acknowledges that the contracting State agency may declare the contract void if this certification is false or if the CONSULTANT or any affiliate is determined to be delinquent in the payment of any debt to the State during the term of the contract.

I certify that Megs Structural Creations with the FEIN or SSN of 999-99-9999
(Firm Name)

is in compliance with the Delinquent Payment Statement as stated above.

Megan Jones
Signature

2-16-10
Date

List all known subconsultants and the PTB item(s):

N/A

One Adobe PDF document must be submitted with the Statement of Interest for the prime and the single file must contain each known subconsultant the prime will be using.

Label with firm code and DP and submit as an Adobe PDF document.

Example:

Firm SOI CODE: (abcDP.pdf) this would be one document containing the prime's statement of compliance and this file would also contain the subconsultant(s) certification of compliance.



EXHIBIT A

PTB # 151 & Item # 04

Proposed Staff, Subconsultants and Current Transportation Obligations

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreement execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: Jane L. Doe

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

Project Manager :

Name Sam Smith
Category PE (PE, SE, LS)
Registration # 062-11-1111
Year Registered 2000 State IL
Office Location:
City Engineering Town State IL

Project Engineer :

Name John Roads
Category PE (PE, SE, LS)
Registration # 062-22-1111
Year Registered 1999 State IL
Office Location:
City Engineering Town State IL

QC/QA Roadway :

*Name Jane Doe
Category PE (PE, SE, LS)
Registration # 062-33-1111
Year Registered 1999 State IL
Office Location:
City Engineering Town State IL

QC/QA Structures:

*Name N/A
Category (PE, SE, LS)
Registration #
Year Registered State
Office Location:
City State

Other Required Key Staff:

**Name Required Prequalification Category :
Surveying**

*Name Jessica Smith @ JKay's Civil Firm
Category LS (PE, SE, LS)
Registration # 035-11-1111
Year Registered 2002 State IL
Office Location:
City Civil City State IL

**Name Required Prequalification Category:
Location Drainage**

*Name John Roads
Category PE (PE, SE, LS)
Registration # 062-22-1111
Year Registered 1999 State IL
Office Location:
City Engineering Town State IL

*If work is being done by a subconsultant, list firm name also.

Other Required Key Staff:

| | |
|--|--|
| Name Required Prequalification Category : | Required Prequalification Category: |
| *Name _____ | *Name _____ |
| Category _____ (PE, SE, LS) | Category _____ (PE, SE, LS) |
| Registration # _____ | Registration # _____ |
| Year Registered _____ State _____ | Year Registered _____ State _____ |
| Office Location _____ | Office Location _____ |
| City _____ State _____ | City _____ State _____ |

| | |
|--|---|
| Name Required Prequalification Category : | Name Required Prequalification Category: |
| *Name _____ | *Name _____ |
| Category _____ (PE, SE, LS) | Category _____ (PE, SE, LS) |
| Registration # _____ | Registration # _____ |
| Year Registered _____ State _____ | Year Registered _____ State _____ |
| Office Location _____ | Office Location _____ |
| City _____ State _____ | City _____ State _____ |

| | |
|--|---|
| Name Required Prequalification Category : | Name Required Prequalification Category: |
| *Name _____ | *Name _____ |
| Category _____ (PE, SE, LS) | Category _____ (PE, SE, LS) |
| Registration # _____ | Registration # _____ |
| Year Registered _____ State _____ | Year Registered _____ State _____ |
| Office Location _____ | Office Location _____ |
| City _____ State _____ | City _____ State _____ |

| | |
|--|---|
| Name Required Prequalification Category : | Name Required Prequalification Category: |
| *Name _____ | *Name _____ |
| Category _____ (PE, SE, LS) | Category _____ (PE, SE, LS) |
| Registration # _____ | Registration # _____ |
| Year Registered _____ State _____ | Year Registered _____ State _____ |
| Office Location _____ | Office Location _____ |
| City _____ State _____ | City _____ State _____ |

*If work is being performed by a subconsultant, list firm name also.
Attach resumes of above-listed personnel.

| Management | Professionals | Sub-professionals |
|-----------------------|--|---|
| Total <u>2</u> | Engineers <u>3</u> Land Surveyors <u>1</u> Architects <u>0</u> Others <u>0</u> Total <u>4</u> | Technicians <u>3</u> Draftsmen <u>2</u> Survey Crew <u>2</u> Clerical <u>2</u> Other <u>1</u> Total <u>10</u> |
| | | Total Project Staff <u>14</u> |

EXHIBIT A CONTINUED

PTB # 151 & **Item #** 04

Firm will complete project within estimated time listed in the project advertisement. Yes ☒ No ☐

If **Yes**, provide completion date and/or number of months. Per the advertisement 24 months

If **No**, explain:

List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.

JKays Civil Firm (DBE) surveying services

Firm is Proposing a Mentor-Protégé on this project: Yes ☐ No ☒

Name of Protégé Firm

Areas of work (prequalification category(ies) they will be participating in



EXHIBIT A

PTB # 151 **& Item #** 12

Proposed Staff, Subconsultants and Current Transportation Obligations

I certify that I am the Vice President of the firm of ABC Engineering and that I have thoroughly reviewed our existing and pending obligations for services by our Transportation Technical Staff **(including work for which selection has been made but negotiations and/or agreement execution have not been finalized)** during the ensuing year(s) to all of our clients on any type of project and have included them on the Current Obligations Form. If we are selected for this project, we will assign it as a top priority project with the following minimum staff for the full term of the contract. The office location from which a majority of the work for this project will be performed is:

(City) Engineering Town (State) IL

Signature: Jane L. Doe

Print Name: Jane Doe Phone: 555-555-5555 Fax: 556-556-5656

Date: 2-21-2010 E-mail: J.Doe@abcengineering.com

| Project Manager : | Project Engineer : |
|--|---|
| Name <u>Sam Smith</u> | Name <u>James Bridges</u> |
| Category <u>PE</u> (PE, SE, LS) | Category <u>PE/SE</u> (PE, SE, LS) |
| Registration # <u>062-11-1111</u> | Registration # <u>062-22-1111 & 081-11-1111</u> |
| Year Registered <u>2000</u> State <u>IL</u> | Year Registered <u>99/01</u> State <u>IL</u> |
| Office Location: | Office Location: |
| City <u>Engineering Town</u> State <u>IL</u> | City <u>Engineering Town</u> State <u>IL</u> |

| QC/QA Roadway : | QC/QA Structures: |
|--|--|
| *Name <u>Jane Doe</u> | *Name <u>Megan Jones @ Megs Structural Creations</u> |
| Category <u>PE</u> (PE, SE, LS) | Category <u>SE</u> (PE, SE, LS) |
| Registration # <u>062-33-1111</u> | Registration # <u>081-22-2222</u> |
| Year Registered <u>1999</u> State <u>IL</u> | Year Registered <u>2005</u> State <u>IL</u> |
| Office Location: | Office Location: |
| City <u>Engineering Town</u> State <u>IL</u> | City <u>Rolling Roads</u> State <u>IL</u> |

Other Required Key Staff:

| Name Required Prequalification Category : Surveying | Name Required Prequalification Category: Location Drainage |
|--|---|
| *Name <u>Jessica Smith @ JKays Civil Firm</u> | *Name <u>John Roads</u> |
| Category <u>LS</u> (PE, SE, LS) | Category <u>PE</u> (PE, SE, LS) |
| Registration # <u>035-11-1111</u> | Registration # <u>062-22-1111</u> |
| Year Registered <u>2002</u> State <u>IL</u> | Year Registered <u>1999</u> State <u>IL</u> |
| Office Location: | Office Location: |
| City <u>Civil City</u> State <u>IL</u> | City <u>Engineering Town</u> State <u>IL</u> |

*If work is being done by a subconsultant, list firm name also.

Other Required Key Staff:

| | |
|--|--|
| Name Required Prequalification Category : Structures Simple | Required Prequalification Category: |
| *Name <u>Paul Jems</u> | *Name _____ |
| Category <u>SE</u> (PE, SE, LS) | Category _____ (PE, SE, LS) |
| Registration # <u>081-11-1111</u> | Registration # _____ |
| Year Registered <u>2006</u> State <u>IL</u> | Year Registered _____ State _____ |
| Office Location _____ | Office Location _____ |
| City <u>Rolling Roads</u> State <u>IL</u> | City _____ State _____ |

| | |
|--|---|
| Name Required Prequalification Category : | Name Required Prequalification Category: |
| *Name _____ | *Name _____ |
| Category _____ (PE, SE, LS) | Category _____ (PE, SE, LS) |
| Registration # _____ | Registration # _____ |
| Year Registered _____ State _____ | Year Registered _____ State _____ |
| Office Location _____ | Office Location _____ |
| City _____ State _____ | City _____ State _____ |

| | |
|--|---|
| Name Required Prequalification Category : | Name Required Prequalification Category: |
| *Name _____ | *Name _____ |
| Category _____ (PE, SE, LS) | Category _____ (PE, SE, LS) |
| Registration # _____ | Registration # _____ |
| Year Registered _____ State _____ | Year Registered _____ State _____ |
| Office Location _____ | Office Location _____ |
| City _____ State _____ | City _____ State _____ |

| | |
|--|---|
| Name Required Prequalification Category : | Name Required Prequalification Category: |
| *Name _____ | *Name _____ |
| Category _____ (PE, SE, LS) | Category _____ (PE, SE, LS) |
| Registration # _____ | Registration # _____ |
| Year Registered _____ State _____ | Year Registered _____ State _____ |
| Office Location _____ | Office Location _____ |
| City _____ State _____ | City _____ State _____ |

*If work is being performed by a subconsultant, list firm name also.
Attach resumes of above-listed personnel.

| Management | Professionals | Sub-professionals |
|-----------------------|--|---|
| Total <u>2</u> | Engineers <u>7</u> Land Surveyors <u>1</u> Architects <u>0</u> Others <u>0</u> Total <u>4</u> | Technicians <u>6</u> Draftsmen <u>2</u> Survey Crew <u>2</u> Clerical <u>1</u> Other <u>0</u> Total <u>11</u> |
| | | Total Project Staff <u>15</u> |

EXHIBIT A CONTINUEDPTB # 151 & Item # 12Firm will complete project within estimated time listed in the project advertisement. Yes ☒ No ☐If **Yes**, provide completion date and/or number of months. Per the advertisement 36 monthsIf **No**, explain:

List all Subconsultant(s) and denote if sub is a DBE; and the item(s) [category(ies)] of work they will perform.

JKays Civil Firm (DBE) surveying servicesMegs Structural Creations (Structures Highway: Typical)

Firm is Proposing a Mentor-Protégé on this project: Yes ☒ No ☐**Name of Protégé Firm****Areas of work (prequalification category(ies) they will be participating in**JKays Civil FirmHighways (Roads and Streets)



PTB # 151 **& Item #(s)** 4, 12, and 22

Public Act 95-0616 provides that each bid, offer, or proposal submitted for a State contract shall include a disclosure of whether or not the Company acting as the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran, or companies involved in consortiums or projects commissioned by the Government of Iran and either of the following conditions apply:

- (1) More than 10% of the Company's revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the Company's revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and, the Company has failed to take substantial action.
- (2) The Company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, which directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

The terms "Business Operations", "Company", "Mineral-extraction Activities", "Oil-related Activities", "Petroleum Resources", and "Substantial Action" are all defined in the Act.

Failure to make the disclosure required by the Act shall cause the bid, offer, or proposal to be considered not responsive. The disclosure will be considered when evaluating the bid, offer, or proposal or awarding the contract. The name of each Company disclosed as doing business or having done business in Iran will be provided to the State Comptroller.

To be in compliance with the Disclosure of Business Operations in Iran, check the appropriate statement:

- ☒ **Company has no business operations in Iran to disclose.**
- ☐ **Company has business operations in Iran as disclosed in the attached document(s).**

The following must be signed and dated by a person authorized to execute contracts for the offeror.

THE FOLLOWING STATEMENT MUST BE SIGNED AND DATED

| | |
|---|---------------------------|
| <u>ABC Engineering</u> Name of Firm (type or print) | |
| <u>Jane L. Doe</u> Name of Authorized Representative (type or print) | |
| <u>Vice President</u> Title of Authorized Representative (type or print) | |
| <u>Jane L. Doe</u> Signature of Authorized Representative | <u>02-18-2010</u> Date |

To submit, use Consultant firm code, followed by DISCIR.

Example: Firm Code "ABC" submittal would be ABCDISCIR.pdf (Required From Prime Only)

Return To: Cement and Concrete Reference Laboratory
At NIST
100 Bureau Drive, Stop 8616
Gaithersburg, Maryland 20899-8618
Phone: 301-975-6704
Fax: 301-975-2243
Email: ccrl@nist.gov

APPROVAL TO RELEASE CCRL PROFICIENCY SAMPLE RESULTS TO:

Name: Mark Gawedzinski, BMPR Pre-Qualification Coordinator
Company: Illinois Department of Transportation
Bureau of Materials and Physical Research
Address: Springfield, Illinois
Email Address: mark.gawedzinski@illinois.gov
Phone: 217-782-2799

For:

Laboratory Name: _____

Address: _____

Phone Number: _____

CCRL Laboratory Number _____

I hereby give permission to CCRL to release copies of proficiency sample reports:

Signature (mandatory)

Date

Print Name

Print Title

E-mail Address

This release remains in effect as long as this laboratory participates in the CCRL proficiency sample program.

NOTICE
Effective January 24, 2008

Illinois Department of Transportation
Requirements for Verification of Quality Assurance Consultants Enrollment in
the AMRL Proficiency Assessment Program

As part of the prequalification process, Consultants wanting to become precertified as a Quality Assurance Consultant must be enrolled in the AASHTO AAP Proficiency Assessment Program. IDOT now requires consultants enrolled in the program allow IDOT access to their proficiency ratings via the AASHTO AMRL web site. In order to meet the terms of this requirement, as part of the prequalification process, each consultant is directed to the AASHTO web site at:

<http://amrl.net>

Log in to the site as you would to report your firms' proficiency assessment results. Once the firm has logged into the AASHTO web site, complete the following steps:

- Select the black "My Lab" tab at the top of the page.
- Then Under Lab Account in the left column, select Manage PSP Specifiers.
- Select Add New Specifier and then from the dropdown list, select IL Dept of Transportation.
- Select Configure Enrollment Specifiers.
- Make the following samples available for evaluation with unlimited time periods:

| AASHTO (Illinois Modified) | ASTM | Description |
|-------------------------------|-------|--|
| AGGREGATES | | |
| T 11 (IL) | C117 | 75- μ m (No. 200) by Washing |
| T 27 (IL) | C136 | Sieve Analysis of Fine and Coarse Aggregates |
| T 84 (IL) | C128 | Specific Gravity and Absorption of Fine Aggregate (Slag Labs Only) |
| T 85 (IL) | C127 | Specific Gravity and Absorption of Coarse Aggregate (Slag Labs Only) |
| HOT-MIX ASPHALT | | |
| T 166 (IL) | D2726 | Bulk Specific Gravity |
| T 209 (IL) | D2041 | Maximum Specific Gravity |
| T 312 (IL) | | Superpave Gyratory compaction |
| T 308 (IL) | | Asphalt Binder Content by Ignition |
| CONCRETE | | |
| T 22 (IL) | C 39 | Compressive Strength of Cylinders |
| T 23 (IL) | C 31 | Making and Curing Test Specimens in the Field |
| T 119 (IL) | C 143 | Slump |
| T 121 (IL) | C 138 | Weight, Yield, and Air Content |
| T 126 (IL) | C 192 | Making and Curing Test Specimens in the Laboratory |
| T 152 (IL) | C 231 | Air Content-Type A or B Pressure Method |
| T 196 (IL) | C 173 | Air content by Volumetric Method (if performed) |

- Select Next
- Select Finish

Once the process is complete, consultants will no longer be required to submit AASHTO AMRL Proficiency Results as part of the prequalification process.

Contact the Consultant Services Unit of the Illinois Department of Transportation, Bureau of Design and Environment at (217)-782-6916 or the Bureau of Materials and Physical Research at (217) 782-7200 if you require additional information.

David L. Lippert, P.E.
Engineer of Materials
And Physical Research

Notice for Department Manuals, Memorandums, & Rules

The following is available on our website: <http://www.dot.il.gov/dobuisns.html>

- [Aeronautics Part 14 Aviation Safety Rules](#)
- [Aeronautics Part 16 Airport Hazard Zoning Rules](#)
- [All Bridge Designer Memoranda](#)
- [Bureau of Bridges and Structures Documents, Manuals and Procedures](#)
- [Bureau of Construction Current Construction Memorandums](#)
- [Bureau of Design and Environment Manuals & Memorandums](#)
- [Bureau of Land Acquisition Policies and Procedures Manual Updates](#)
- [Coded Pay Items](#)
- [CREATE Manuals](#)
- [Land Acquisition Manual](#)
- [Bureau of Local Roads Circular Letters](#)
- [Bureau of Local Roads Manual](#)
- [Bureau of Safety Engineering Programs, Policies & Manuals](#)
- [Construction Manual](#)
- [Geotechnical Documents Manuals and Procedures](#)
- [Government Electronic Records Act](#)
- [IDOT Drainage Manual](#)
- [Illinois Highway Info System Roadway Info & Procedure Manual](#)
- [Illinois Highway Info System Structure Info & Procedure Manual](#)
- [Illinois Highway Info System Railroad Info & Procedure Manual](#)
- [Illinois Traffic Monitoring Program](#)
- [Manual on Uniform Traffic Control Devices](#)
- [Oversize/Overweight Permit Policy Manual](#)
- [Project Procedures Guide](#)
- [Quality Standard for Work Zone Traffic Control Devices](#)

The Highway Manuals Sales Order Forms (Highway Manual Order Form) is available at: <http://www.dot.il.gov/desenv/orderform.html>

NOTICE DBE FIRMS AND PROJECT GOALS

The firms noted on the List of Pre-qualified Consultants on IDOT's website (www.dot.il.gov/desenv/pregcons.html) are firms certified as a DBE in specified areas. It is the responsibility of any prime consultant firm to go to the **Illinois Unified Certification Program** web site (www.dot.il.gov/ucp/ucp.html) to verify the subconsultant is certified as a DBE in the area of work the sub will be performing on a specific project. Only the pre-qualified areas of work the DBE firm is certified in as a DBE will be considered toward the project's DBE goal.

Each list of tasks specified on a DBE's Cost Estimate Consultant Services (CECS) will be verified for DBE certification beginning January 1, 2007.

If you have any questions on DBE certification, please contact Carol Lyle in the Office of Business and Workforce Diversity.

“Special Notice Regarding Disadvantaged Business Enterprises”

The Illinois Department of Transportation (IDOT) has designated various projects advertised in the Professional Transportation Bulletin as requiring participation by Disadvantaged Business Enterprises (DBEs). As a condition for any firm to be considered for a project requiring DBE participation, it must subcontract a minimum of the designated percent to a DBE. Each firm's letter must include a statement that it intends to subcontract the designated percent to a DBE. The Exhibit A in the Statement of Interest must include the DBE Consultant and the category of work they are going to perform.

To be considered as a prime consultant or subconsultant, a DBE must be prequalified with IDOT's Division of Highways' Bureau of Design and Environment (BDE). IDOT's Bureau of Small Business Enterprises (SBE) maintains a Disadvantaged Business Enterprises Directory of certified DBEs for the purpose of providing a reference source to assist firms. You can view/print and download the most current listing of DBE firms at IDOT's web site <http://www.dot.il.gov> under “Doing Business” “Small Business Enterprises” “Disadvantaged Business Enterprises (DBE) Program/IL UCP DBE Directory.” DBE firms who are prequalified by BDE and are interested in performing consultant work are listed under the UCP Directory by Category, Architecture/Engineering Sorted by firm. Any firm desiring to subcontract work to firms that are not certified DBEs should encourage them to become certified by contacting SBE's Certification Section at (217) 782-5490.

Failure to assign at least the designated percent to one or more DBEs or to demonstrate that a good faith effort was made to assign the designated percent shall result in one of the following:

1. Notification to the prime consultant that the Agreement will not be signed until the percentage of DBE participation is met.
2. The Agreement will be signed with the understanding that payments to the prime consultant will be reduced by an amount determined by multiplying the total Agreement fee by the designated percent and subtracting the dollar value of DBE subcontracts.
3. Contract negotiations will be terminated.

Upon completion of the contract, should it be determined the prime consultant failed to assign the designated percent to an eligible DBE or demonstrated that a good faith effort was made to assign the designated percent as agreed upon, payment to the prime consultant will be reduced by the amount set forth in number 2 above.

A complaint regarding any decision rendered by or action by any Division or Office of IDOT pursuant to these requirements may be filed with the Secretary of IDOT.

NOTICE OF ELECTRONIC SIGNATURES

In order for us to verify your scanned in signature (on cover letters, Exhibit A, Disclosure Forms A and B, and Delinquent Payment Form) we request that you complete the Signature Certification for Electronic Submittals form and submit it to us in **hard-copy** immediately. A signature certification form must be completed for each individual that will be signing any of the above mentioned documents. **If you have previously submitted your Signature Certification and no new individual will be signing the documents you are not required to re-submit the document.**

Send Submittal to:
Illinois Department of Transportation
Ms. Janet Pisani
Bureau of Design and Environment
Attn: Consultant Unit (Room 330)
2300 South Dirksen Parkway
Springfield, IL 62764

If you have questions, please contact Carrie Kowalski at: Carrie.Kowalski@illinois.gov

| |
|--|
| Signature Certification for Electronic Submittal |
|--|

Signature Certification For Electronic Submittals

I certify that my electronically scanned-in signature appearing in future electronic Statements of Interest and associated documents submitted by our firm is authorized to be affixed by the person doing so and will be binding on the firm.

(Firm) (Signature) (Title)

STATE OF _____

COUNTY OF _____ I, _____

a Notary Public in and for the County and State aforesaid, DO HEREBY CERTIFY that

known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that (he/she) signed, sealed and delivered the said instrument as a free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and Notary Seal this _____ day of _____ A.D. _____

NOTARY PUBLIC

Notice
Of Requirement For
Illinois Department of Human Rights (IDHR)
Public Contract Number

Following selection, contract all proposal packages submitted to the Illinois Department of Transportation (IDOT) must contain the firm's IDHR number and the expiration date. The Department is required by law to require this number from all parties contracting with the State of Illinois. If your firm currently does not have an IDHR number the application form may be obtained from the following web-site http://www.state.il.us/dhr/Programs/DHR_PBCT.htm or may also be obtained by contacting: DHR, Public Contracts Section Public Contracts Division 100 W. Randolph, Suite 10-100 Chicago, IL 60601 or by calling: 312-814-2432 (TDD 312-263-1579)

NOTE: An IDHR public contract number is not required if the firm employs fewer than 15 employees.

Please be aware that, as of January 1, 2010, per Public Act 096-1786, all those filing for, *or renewing*, an IDHR number, will be charged a \$75.00 registration fee. Such registration will be valid for 5 years from the date of issuance.

Overtime Billing for Engineering Consultant Contracts

The engineering consultant firm may bill overtime in accordance with Section 2.86 of the Standard Agreement Provisions and the following. When the employee in the same pay period, has worked on more than one project, the amount premium wages charged to a project must be in direct proportion to the total number of hours the employee worked in that pay period. (i.e. total hours worked in pay period = 50 hours (10 of which are premium hours), 25 total hours for the pay period on the project, 5 hours of overtime may be charged to the project.)

NOTICE For Prequalification of Consultants & DBE Revisions

Prequalification:

As stated in each Professional Transportation Bulletin under the guidelines:

Consultant firms acting as prime must be prequalified in all of the advertised areas listed in the project advertisement even if they plan to subcontract part of the project, except where noted in a specific project advertisement. If the prime is not prequalified in the required category(s) stated in the project advertisement, that firm's Statements of Interest cannot be considered for the item.

Within the Statements of Interest (Exhibit A page 3 of 3) the prime must identify any subconsultants and the item(s) of work they will perform. Subconsultants must be prequalified in the category of work they will be performing.

Also as stated in the Standard Agreement Provisions: 2.24 SUBLETTING, ASSIGNMENT OR TRANSFER:

Subconsultants must be prequalified in accordance with the department requirements. For specialized services that are required but which do not fall into the areas of prequalification of the department, a non-prequalified firm may be used with department approval.

DBE Participation:

The U.S. DOT regulation, 49CFR Sec. 26.55(a), states, "When a DBE participates in a contract, you count only the value of the work actually performed by the DBE toward the DBE goals." The IDOT and U.S. DOT regulations further state:

When a DBE subcontracts part of the work its contract to another firm, the value of the subcontracted work may be counted toward DBE goals only if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count toward DBE goals.

Effective immediately all subconsultant proposals where a DBE is utilized for the main contract and it is necessary for them to obtain non professional services which would be listed as a direct cost, the amount of those services will not apply to the DBE goal. For example if a DBE geotechnical firm is being used and they use a non-DBE drilling company to do the borings, the cost for this work will not apply to the DBE goal.

However any direct costs incidental to doing the work, per diem, hotel costs etc. will still counted toward the goal.

NOTICE OF TRAINING OPPORTUNITY

Updated 4-24-09

LAKELAND COLLEGE TRAINING COURSES

Lakeland College will be conducting QC/QA Training again this year. Please visit the web-site for further information. Information or schedules can also be obtained by contacting Marlene Browning.

Kathy Willenborg
Lake Land College
5001 Lake Land Blvd.
Mattoon, IL 61938-9336
Phone: (217) 234-5285
Fax: (217) 234-5381 E-Mail: idotqcqa@lakeland.cc.il.us
Internet Homepage: <http://www.lakeland.cc.il.us/idotqcqa>

NATIONAL HIGHWAY INSTITUTE (NHI) COURSES

The National Highway Institute (NHI) Course listing as well as other pertinent information is available at the following address:

<http://www.nhi.fhwa.dot.gov/home.asp>

NATIONAL TRANSIT INSTITUTE (NTI) COURSES

The National Transit Institute (NTI) Course listing as well as other pertinent information is available at the following address:

<http://www.ntionline.com>